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ABSTRACT

The 1975-76 faculty handbook for Wesleyan University covers: (1) the charter; (2) college body constitution; (3) academic standards; (4) academic freedom; (5) tenure; (6) student rights; (7) academic regulations; (8) faculty benefits; (9) insurance programs; (10) sabbatical leave and leaves of absence; (11) student privileges; (12) tuition benefits; (13) grants; (14) housing; and (15) benefits for other academic appointees. (Author/KE)

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The Blue Book

for Members of the

TEACHING STAFF

U S DEPARTMENT OF HEALTH
EDUCATION & WELFARE
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WESLEYAN UNIVERSITY

1975–1976

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GOVERNANCE

The Charter of Wesleyan University

(In the form as revised and amended up to and including 1975 with a note on former charter revisions and amendments.)

The original charter of Wesleyan University was passed in May, 1831, by the General Assembly of Connecticut (Private Laws of Connecticut, Vol. I, p. 470). The name in the charter of 1831 was "The Wesleyan University" and the incorporators were Laban Clark, Thomas Burch, Heman Bangs, Isaac Kellogg, Aaron Sanford, Jr., James L. Phelps, John L. Smith, Willbur Fisk, Joseph A. Merrill, Abel Bliss, Abraham Avery, John W. Hardy, Isaiah Fisk, William R. Shafter, George W. Stanley, Elijah Hubbard, Henry L. DeKoven, Jonathan Barnes, W.L. Storrs, Samuel D. Hubbard and Isaac Webb. The charter was first amended in 1870, Special Laws of Connecticut, Vol. VI, p. 795; and later in 1878, Special Laws of Connecticut, Vol. VIII, p. 140; and in 1879, Special Laws of Connecticut, Vol. VIII, p. 227; and in 1893, Special Laws of Connecticut, Vol. XI, p. 593; and in 1905, Special Laws of Connecticut, Vol. XIV, p. 868.

The charter was revised and amended in its entirety in 1907, Special Laws of Connecticut, Vol. XV, p. 292 (when the corporate name was changed to "Wesleyan University") and has been amended seven times since 1907, namely in 1923, Special Laws of Connecticut, Vol. XIX, p. 332; in 1927, Special Laws of Connecticut, Vol. XX, p. 9; in 1931, Special Acts, 1931, Special Act 310, p. 1013; in 1937, Special Acts, 1937, Special Act 223, p. 676; in 1943, Special Acts, 1943, Special Act 52, p. 37; and in 1959, Special Acts, 1959, Special Act 202, p. 190; in 1969, by action of the Board of Trustees, October 11, 1969 and January 25, 1975.

The 1907 charter as thus amended, up to and including the amendments of 1975, follows:

CHARTER OF 1907

Special Laws of Connecticut, Vol. XV, p. 292

AN ACT REVISING AND AMENDING THE CHARTER OF WESLEYAN UNIVERSITY

(Revised, however, to include all subsequent amendments.)

Section 1. The corporation heretofore constituted and organized as The Wesleyan University, and located at Middletown, shall be and remain a body corporate and politic to be known as Wesleyan University, with all the powers, rights, and privileges conferred upon The Wesleyan University by an act passed by the general assembly, May, 1831, and by all subsequent amendatory acts and resolutions; and all property of every name and kind whatsoever now held and possessed by or accruing to said corporation is hereby continued and confirmed in and to the corporation hereby constituted, to be held by it for the purposes set forth in the gift thereof, if any, and for the further uses and purposes hereinafter set forth.

Section 2. Said corporation shall consist of the Board of Trustees of Wesleyan University now in office and their successors. It shall be constituted for the sole and exclusive purpose of establishing, maintaining, and conducting a university or col-

legiate institution in the city of Middletown, of as high an order and having as many departments as the said corporation shall deem fit and proper; and in its corporate name and capacity it shall be capable in law to purchase, have, hold, receive, and enjoy, free from taxation except as provided in section 2317 of the general statutes, estate, real, personal, and mixed, of every kind and nature whatsoever, to such an amount as may be necessary for the purposes of said corporation, and the same to sell, grant, convey, alien, demise, manage, and dispose of at pleasure; to sue and be sued, plead and to be impleaded, defend and be defended in any and all courts; to make, have, and use a common seal, and the same to alter, break, and renew at pleasure; to elect the president, faculty, and other instructors of the said university or collegiate institution; to ordain, establish, and execute such by-laws, ordinances, rules, and regulations as may be considered necessary, expedient, or convenient for the wise ordering and conducting of the affairs and government of said corporation, and for the proper regulation, government, discipline, and instruction of the students connected with said institution, not contrary to the laws of the United States or of this state; and generally to do and execute all and singular the acts, matters, and things, and to transact all business which to it shall appertain tending to promote the usefulness and prosperity of said institution and in the exercise of the powers herein conferred, subject to the limitations and conditions hereinafter set forth; provided, that no denominational test shall be imposed in the choice of Trustees, officers, or teachers, or in the admission of students. Said corporation may, either in its corporate capacity or by one or more of its Trustees, act as administrator or executor of any estate in which it may be interested as legatee, beneficiary, or creditor.

Section 3. (a) The number of Trustees shall be as fixed from time to time by the Board of Trustees, but shall not exceed twenty-nine, of whom the president of the university shall be one during his term in office, and a majority shall be alumni of the university. Trustees shall be elected by the Board of Trustees, provided, however, that the alumni and members of the senior class of the university shall have the right to elect such number of Trustees as the Board shall prescribe not exceeding, however, nine Trustees. (b) Trustees and their successors, shall be elected for such terms and in such classes as shall be prescribed by the Board of Trustees. Trustees elected by the Board of Trustees shall be elected by a vote of a majority of the Trustees then in office, and, except to fill vacancies, at the annual meeting of the Board. Trustees elected by the alumni and members of the senior class shall be elected in such manner as the Board shall prescribe. (c) The Board of Trustees may fix a retirement age for Trustees, after the attainment of which the term of office of any such Trustee shall end at such time as provided by the By-Laws. (d) Any vacancy in the office of any elective Trustee shall be filled for the unexpired portion of the term by the Board of Trustees or in such manner as the Board shall prescribe. (e) Trustees elected by the alumni and members of the senior class, other than any elected to fill vacancies, shall not be eligible for re-election by the alumni and seniors; but all Trustees shall be eligible for election and re-election by the Board, subject, however, to the retirement age then in effect. (f) Emeritus Trustees may be elected by the Board of Trustees in accordance with such provisions as may be prescribed in the by-laws. (g) If any elected Trustee shall absent himself from two successive meetings of said Board without rendering an excuse satisfactory to it, said Board may declare the office of such absent Trustee to be vacant and may elect or cause to be elected a new Trustee to fill such vacancy. (h) The annual meeting of the Board of Trustees shall be held at Middletown, Connecticut, during the ten days immediately preceding the annual commencement, on such date as may be fixed pursuant to the by-laws. Other meetings may be held in any other location within or without the State of Connecticut, and all proceedings shall be as valid as though such meetings were held in Middletown. Notice of the time and place of all meetings shall be mailed to each Trustee at least five days be-

fore the day of such meeting. At the meetings of the Board a majority of the Trustees then in office shall constitute a quorum for the transaction of business and at said meetings the concurring vote of at least a majority of the Trustees present shall be necessary for the transaction of business, except that the concurring vote of at least two-thirds of said Trustees then in office shall be requisite for the election of the president of the university. The Board of Trustees, by a two-thirds vote of the Trustees then in office, shall have power to remove any of its members who may be deemed to be incompetent, unfaithful or immoral, or otherwise unfit, due notice having been given to such member and also to each member of the Board of Trustees of such proposed action.

Section 4. (a) There shall be a finance committee and such other committees as the Board of Trustees may appoint, which committees shall consist of such Trustees and may include such Trustees Emeriti and other persons, for such terms of office and with such powers and duties as the Board may determine. (b) The treasurer of the corporation shall, under the direction of the finance committee, submit to the Board of Trustees, at least one month before each annual meeting, a budget containing detailed estimates for salaries, income and expenditure of the university for the ensuing year. Such budget shall be acted upon by the Board at the annual meeting. The Board may decrease the budget, but shall not, without the consent of the finance committee, increase the amount of the budget or change any allocation within the budget.

Section 5. The president, for the time being, of said university shall have power to confer degrees in course and honorary, and grant diplomas, in such form and to such persons as may be approved by the Board of Trustees, under such conditions as may be fixed by the by-laws, which diplomas shall entitle the possessors thereof, respectively, to all the immunities and privileges which, either by statute or usage, are allowed to possessors of similar degrees from any other university, college, or seminary of learning.

Section 6. Neither the permanent funds of said corporation, nor any donations to said corporation the income of which may be used for the current expenses of said university, shall be pledged, hypothecated, or in any other manner disposed of by the Trustees for the purpose of paying the current expenses of said university or for borrowing money to pay the same.

Section 7. The institution itself and its officers, faculty, and students shall enjoy the same privileges and exemptions as have already been granted to Yale College, its officers and students; provided, however, that the private property of the officers and faculty of the institution shall not be exempt from taxation.

Section 8. This act is hereby declared to be a public act, and shall be construed liberally for every beneficial purpose hereby intended, and no omission to use any of the privileges hereby granted shall cause a forfeiture of the same, nor shall any gift, grant, conveyance, or devise to or for the benefit of the corporation be defeated or prejudiced by any misnomer, misdescription, or informality whatever, provided the intention of the parties can be shown or ascertained beyond a reasonable doubt.

Section 9. This act shall take effect when it shall have been accepted by the Board of Trustees in legal meeting assembled, and a certificate of such acceptance shall have been filed with the Secretary of State. It shall not, by reason of such acceptance or for any other reason, be subject to repeal, alteration, or amendment without the consent of the corporation hereby constituted.

Section 10. All acts and parts of acts inconsistent herewith are hereby repealed.

Section 11. This act shall take effect from its passage. Approved June 22, 1907.

Accepted by the Board of Trustees at their annual meeting held June 24, 1907.

Certificate filed with the Secretary of the State, October 10, 1907.

Note: The five amendments of 1923, 1927, 1931, 1937 and 1943 were all accepted by the Trustees at their annual meeting held May 29, 1943, and certificates of acceptance were filed with the Secretary of the State in June, 1943. The filing of certificates of acceptance for the 1923, 1927, 1931 and 1937 amendments was authorized by Special Acts, 1943, Special Act 32, p. 22. The amendment of 1959 was accepted by the Trustees at their annual meeting held on June 5, 1959 and the certificate of acceptance was filed with the Secretary of State on June 15, 1959.

The By-Laws of Wesleyan University As Amended October 11, 1969, April 11, 1970 and October 19, 1974

CHAPTER I **TRUSTEES**

Sec. 1. *Election*

(1) There shall be twenty-nine members of the Board of Trustees of whom the President of the University shall be one during his term in office.

(2) The terms of all Trustees serving on October 19, 1974 shall expire on June 30 in the final year of the term for which they were elected. At each annual meeting of the Board, the Trustees shall elect, by a majority vote of the members of the Board, successor Trustees to those whose terms shall expire the following June 30 for terms of six years and until their respective successors are duly elected and take office.

(3) The alumni and members of the senior class, under rules established by the Alumni Council, shall elect annually three successor Trustees to those previously elected by the alumni and members of the senior class whose terms shall expire the following June 30, for terms of three years and until their respective successors are duly elected and take office. At least one of such Trustees shall be a member of a class ten or less years past graduation at the time of the election and at least one of such Trustees shall be a member of a class eleven or more years past graduation at the time of election.

(4) In the event of any vacancy in the office of Alumnus Trustee, the alumni and members of the senior class shall elect a successor for the unexpired term. Trustees elected by the alumni and seniors, other than those elected to fill vacancies, shall not be eligible for reelection by the alumni.

(5) No person shall be elected a Trustee who is seventy or more years of age. Every Trustee whose term shall include his or her seventieth birthday shall retire as an active Trustee on June 30 succeeding his or her seventieth birthday.

(6) At each annual meeting of the Board, the Trustees may elect one or more Emeritus Trustees from those who have served as members of the Board, and may designate terms as they see fit.

(7) Emeritus Trustees may attend meetings of the Board and its committees and may speak on any matter pertaining to the business of the Board but shall not vote. An Emeritus Trustee may be appointed by the Chairman of the Board to serve on any special committee.

(8) No officer or employee of the University, except the President or Acting President, shall be eligible to serve as a Trustee. Such officers of the University as the President or the Chairman of the Board may designate shall attend meetings of the Board but shall not vote.

(9) The chairman of the Alumni Association or his delegate may attend meetings of the Board and its committees and may speak on any matter pertaining to the business of the Board but shall not vote.

(10) In these by-laws, the term "Trustee," except when modified by the term "Emeritus," means a member of the Board of Trustees.

Sec. 2. *Powers and Duties*

The powers and duties of the Board shall be as set forth in the Charter and shall include the following:

(1) The Board shall ordain and enact by-laws, ordinances and regulations.

(2) The Board shall elect the President of the University.

(3) The Board may remove from office any member of the Faculty and any other officer or employee of the University, all in accordance with the provisions of these by-laws.

(4) In case of death, resignation, removal, extended absence or inability to act of the President, the Board may elect an Acting President to hold office for such period of time as the Board may direct.

(5) The Board, directly or through its duly authorized committees or agents, shall determine the salaries of the President, members of the Faculty, and of all other officers appointed by the Board; shall authorize and direct the allocation of all receipts of whatever nature and from whatever source; shall have power to determine and revise the courses of study after consultation with the Faculty, shall direct and act in all other matters that relate to the proper government, discipline, and instruction of the students; shall manage all the affairs of the university, and execute all the powers and privileges conferred by the Charter.

Sec. 3. *Meetings*

(1) The annual meeting of the Board of Trustees shall be held in Middletown, Connecticut, at such time within ten days preceding the annual Commencement as may be determined by the Chairman of the Board.

(2) Other meetings of the Board may be called by the Chairman of the Board, and shall be called by him whenever eleven members of the Board shall present a written request stating the purpose of the proposed meeting.

(3) A notice of the meeting shall be sent by mail to each Trustee and Emeritus Trustee at least five days before the date of each meeting of the Board and shall state the time and place of said meeting. The notice of any meeting pursuant to the written request of eleven or more members of the Board shall specify the object or objects for which the meeting is called, and the Board shall be restricted at such meeting to the transaction of the business specified in the notice.

(4) A majority of the members of the Board then in office shall constitute a quorum for the transaction of business at any meeting of the Board, but a lesser number may adjourn from time to time until a quorum is obtained.

Sec. 4. *Rules and Order of Business*

(1) The rules of parliamentary procedure, as generally understood, shall govern the Board in all cases to which they are applicable, and in which they are not inconsistent with special rules and orders of the Board.

(2) The order of business for the Board's meetings may include reports from the President and other officers of the University and from committees of the Board, the election of Board officers, members and committees, and other business within the power and duties of the Board. A majority of the members of the Board present at any meeting may determine the order of business at that meeting.

CHAPTER II **OFFICERS**

Sec. 1. *Officers of the Board*

(1) Officers of the Board shall consist of a Chairman, one or more Vice-Chairmen and a Secretary, all of whom shall be elected from the Trustees at an annual meeting and shall hold office for two years commencing July 1 and until others have been chosen. The Nominating Committee shall designate the order of seniority of the Vice Chairmen if more than one Vice Chairman is elected.

(2) The Treasurer of the University, by virtue of his office, shall serve as the Treasurer of the Board. The Board may also authorize the appointment of other officers of the Board and define their powers and duties.

(3) The Trustees may at any time fill any vacancy occurring in any such office. If the Chairman of the Board is absent from any meeting of the Board, or is at any time unable to act, the senior Vice Chairman present shall exercise in the place and stead of the Chairman all powers, duties and privileges that under these by-laws vest in the office.

Sec. 2. *Officers of the University*

The President and other officers of the University shall hold office in accordance with the provisions of these by-laws and their duties shall be, in general, such as ordinarily pertain to their respective offices and as specifically designated by the Board through these by-laws or otherwise.

Sec. 3. *The President*

(1) The Board shall elect the President upon the affirmative vote of not less than two-thirds of the Trustees then in office.

(2) The president shall be the chief executive officer of the University, and shall have such powers, authority, responsibilities, duties and privileges as customarily appertain to this office and as are granted or assigned by these by-laws and by the Board from time to time.

(3) The duties and authority of the President may be delegated in part by him to other officers of the University, but the President shall be responsibile for all decisions related to or in furtherance of the responsibilities assigned to him.

Sec. 4. *The Treasurer* (formerly Section 6)

(1) The Board shall, upon recommendation of the President, appoint the Treasurer of the University who shall hold and keep all funds belonging to the University and

shall disburse the income from all sources as authorized by the Board or by committees of the Board empowered by the Board to spend money.

(2) He or another officer designated by the President shall have authority, with the approval of the appropriate committee of the Board, and under the conditions prescribed by the Board, to execute and deliver deeds, agreements of purchase and sale, and leases, and to execute and deliver releases, satisfactions, and assignments of mortgages held by the University.

(3) He shall have authority to execute for the University instruments to effect the transfer of any securities from the University to the name of a nominee or purchaser, as authorized by the Portfolio Subcommittee of the Investment Committee.

(4) Following review by the President and by the Financial Planning Committee, he shall submit to the Board of Trustees not later than March 15 of each year a budget containing detailed estimates of income and expenditures of the University for the year beginning on July 1 next.

(5) He shall perform such additional duties as may be delegated to him.

Sec. 5. *Terms of Employment of Officers*

The salaries and terms and conditions of employment of the President shall be set and reviewed from time to time on behalf of the Board by the Chairman of the Board in consultation with the Vice Chairmen of the Board and the Chairman of the Financial Planning Committee; and these officials, with the President, shall set and review the salaries and terms and conditions of employment of all other executive and professional personnel engaged primarily in administrative work.

Sec. 6. *Custodian of Securities*

One or more trust companies or banks recommended by the Investment Committee shall be appointed by the Board as custodians and shall have custody of the securities and endowment cash of the University on such terms and conditions as shall from time to time be specified in writing by or on behalf of the Board.

Sec. 7. *Removal of Officers*

(1) The Board may remove from office any officer or employee of the University if after due notice, investigation and opportunity for a hearing, it shall appear that there is cause sufficient to justify such removal.

(2) The President may be removed by the concurring vote of not less than two-thirds of the Trustees then in office, but no such action shall be taken unless notice thereof is set forth in the call of the meeting.

CHAPTER III **BOARD COMMITTEES**

Sec. 1. *Standing Committees*

(1) The Board, at its annual meeting, shall appoint the following standing committees, whose members shall hold office for one year commencing July 1 and until their successors are appointed:

Education Committee

Facilities Committee

Financial Planning Committee

Investment Committee and Portfolio Subcommittee

Nominating Committee

Student Affairs Committee

and such other committees as the Board may determine, with such duties as the Board may designate. None of said committees shall take any action except pursuant to power delegated to that committee by the Board.

(2) Each standing committee other than the Nominating Committee shall normally consist of five Trustees appointed by the Board; two faculty members chosen by the Faculty and two undergraduates chosen by the students, in accordance with procedures approved by the Board; and such other non-trustee members as may be appointed from time to time by the Board.

(3) The Chairman of the Board and the President, or their delegates, shall be ex officio members of all standing committees except the Nominating Committee. In addition, each Vice Chairman may be designated by the Chairman of the Board as an ex officio member of one or more standing committees except the Nominating Committee. Ex officio members shall not vote and shall not be counted in determining the presence of a quorum.

(4) The Board at its annual meeting shall designate a Trustee to be Chairman of each standing committee for a two-year term commencing July 1. The members of each standing committee shall elect a Trustee as Vice Chairman of such committee and the Trustee so designated shall act as Chairman in the absence of the designated Chairman.

(5) A majority of the Trustees on any standing committee shall constitute the necessary quorum for the performance of committee business, except as otherwise provided in these by-laws.

(6) Every standing committee member shall be entitled to vote in committee.

(7) All members of standing committees shall be entitled to attend Board meetings (other than executive sessions) and to speak on matters before the Board.

Sec. 2. *Special Committees*

The Chairman of the Board shall constitute such special committees as may be necessary from time to time to advance the work of the Board. Faculty, students, alumni and others with special competence may serve on such committees and shall be entitled to attend relevant Board meetings (other than executive sessions) and to speak on related matters before the Board.

Sec. 3. *Education Committee*

(1) The Education Committee shall have responsibility for the educational program of the University, including but not limited to all matters relating to the Faculty and curriculum.

(2) (a) Every appointment to the Faculty not conferring tenure, and every promotion of a member of the Faculty not newly conferring tenure, shall be made by the President or his designee and shall be reported to the Education Committee at its next meeting and subsequently to the Board at its next meeting.

(b) Every appointment to the Faculty conferring tenure, and every promotion of a member of the Faculty newly conferring tenure, shall be submitted by the President or his designee to the Education Committee and shall thereafter be submitted, with the report of the Education Committee thereon, to the Board for its approval.

(c) The concurrence of the Academic Council shall not be required for any such appointment or promotion, but when reporting or submitting each such appointment or promotion to the Education Committee, the President or his designee shall at the same time submit to the Education Committee the report of the Academic Council thereon, if any.

(3) The President or his designee shall present information regarding salary scales, fringe benefits and other direct and indirect instructional costs to the Education Committee which shall in turn make its recommendations to the Financial Planning Committee on these subjects.

(4) The Education Committee shall meet with and receive periodic reports from the President or his designee and, as it deems useful, also from academic departments and faculty groups concerning the current educational program and plans for the future.

Sec. 4 *Facilities Committee*

(1) The Facilities Committee shall be responsible for the planning, erection, maintenance, alterations and demolition of all facilities, including buildings and physical property owned or controlled by the University.

(2) The committee shall collaborate with the Financial Planning Committee in the selection and acquisition of new real estate holdings.

Sec. 5. *Financial Planning Committee*

(1) The Financial Planning Committee shall be responsible for both capital and operating budgets, for establishing and monitoring a long range financial plan for the University and for the approval of real estate purchases and sales upon recommendation of the Facilities Committee.

(2) (a) For purposes of budget approval and submission, the Financial Planning Committee shall constitute the Finance Committee.

(b) The Financial Planning Committee, functioning as the Finance Committee, shall receive from the Treasurer not later than February 1 of each calendar year an integrated budget setting forth the estimated income and expenditures for all of the University's operations, including capital projects, for the fiscal year commencing July 1 of that year. After review and revisions by the Committee, the Treasurer shall submit such proposed budget to the Board not later than March 15 of that year.

Sec. 6. *Investment Committee*

(1) The Investment Committee shall be responsible for the investment policies of the University and, through the agency of its Portfolio Subcommittee, for the management of the University's portfolio.

(2) There shall be a Portfolio Subcommittee of the Investment Committee consisting of not less than three Trustee members of the Investment Committee designated by the Nominating Committee and appointed by the Board. The Portfolio Subcommittee may, subject to Board approval, designate one or more advisers to sit with the Subcommittee but not vote.

(3) The Portfolio Subcommittee, subject to policies recommended by the Investment Committee and established by the Board, shall have responsibility for the management of the University's portfolio.

(4) For the purpose of such management, the subcommittee shall have full and complete authority, either directly or through its authorized agents, to purchase and take and to transfer and sell for the account of the University, every kind of property, real, personal or mixed, and to execute or cause to be executed such instruments or conveyances as the Subcommittee may deem necessary or appropriate in carrying out these functions.

(5) Instruction from the Chairman of the Portfolio Subcommittee, or in his absence, the Chairman of the Board, or in their absence any two Trustee members of the Investment Committee, shall be sufficient authorization in respect to the execution of any purchases, sales or transfer of securities of the University.

Sec. 7. *Nominating Committee*

(1) The Nominating Committee, consisting of five Trustees, shall present to the Board at its annual meeting a slate of Board officers, chairmen and Trustee members of standing committees, Trustees and Emeritus Trustees for Board action. A Trustee in the last year of his elected term shall not be eligible for appointment to this Committee.

(2) In the event of a vacancy in the chairmanship or Trustee membership of any standing committee, the Nominating Committee shall present nominations to fill such vacancy. In the event of a vacancy in the Board of Trustees, the Committee may present nominations to the Board to fill the unexpired term.

(3) The Committee shall consult with the Chairman of the Board and the President in considering its nominations.

Sec. 8. *Student Affairs Committee*

The Student Affairs Committee shall have responsibility for all matters relating to student affairs and to admissions. It may require periodic reports from the President or his designee.

CHAPTER IV THE FACULTY

Sec. 1.

The Faculty shall consist of the Professors, Associate Professors, Assistant Professors, Lecturers, Instructors and the President of the University, together with such others as may be constituted members thereof by vote of the Board.

Sec. 2.

The President, full professors, associate professors with tenure, three untenured faculty members elected by the Faculty, and such other members of the Faculty and officers of the University as may be elected thereto by vote of the Board shall constitute the Academic Council.

Sec. 3.

The Faculty, with the concurrence of the President, shall have power to determine, subject to approval of the Board, the courses of study, the arrangements of the recitations, lectures and other exercises, the times and modes of examination, and the general method of instruction.

Sec. 4.

No member of the Faculty may be removed from office unless after due notice, investigation, and opportunity for a hearing it shall appear that there is cause sufficient to justify such removal. Any such removal shall require the concurring vote of not less than two thirds of the Trustees then in office but no such action shall be taken unless notice thereof is set forth in the call of the meeting.

CHAPTER V DEGREES

Sec. 1.

The President shall have power to confer degrees in course or award diplomas or certificates to such persons as shall be recommended by the Faculty and be approved by the Board.

Sec. 2.

The degree of Bachelor of Arts may be conferred on students recommended by the Faculty as having completed the quota of studies required for the degree, and as having complied with all other prescribed conditions, in accordance with such regulations as may, from time to time, be adopted by the Faculty with the approval of the Board.

Sec. 3.

A post-Baccalaureate degree may be conferred on any student recommended by the Faculty as having completed courses of study prescribed for that degree, and as having complied with all other prescribed conditions, in accordance with such regulations as may, from time to time, be adopted by the Faculty with the approval of the Board.

Sec. 4.

The President shall have the power to confer honorary degrees on such persons as shall be approved by the Board on the recommendation of a special committee of the Board.

CHAPTER VI AMENDMENT OF BY-LAWS

These by-laws may be amended at any meeting by the affirmative vote of not less than two-thirds of the Trustees then in office; provided notice of such proposed amendment giving the language of the by-law as it will be amended, shall have been given to each Trustee at least ten days before action is taken.

THE BY-LAWS OF THE FACULTY AS AMENDED MARCH 4 AND APRIL 8, 1975

PART I. THE FACULTY

Sec. 101. *Composition of the Faculty.* The By-Laws of Wesleyan University state that "The Faculty shall consist of the President of the University, the Professors, Associate Professors, Assistant Professors, and Instructors, together with such others as may be

constituted members thereof by vote of the Board of Trustees" (Chapter IV, Section 1). The Lecturers are always so constituted.

Sec. 102. *Active Duty*. The Term "on active duty" means not on Sabbatical or other leave of absence.

Sec. 103. *Secretary*. The Faculty shall elect a Secretary, who shall serve for a term of one year, and who shall keep minutes of meetings, maintain a roll of the Faculty and of those who have been invited to attend meetings, determine and certify the attainment of a quorum, certify the competence of members to vote, and circulate notices to the Faculty.

PART II. DEPARTMENTS, DIVISIONS, COLLEGES, AND PROGRAMS

Sec. 201. *Departments, Colleges, and Programs*. Each member of the Faculty is a member of at least one Department, College, or Program. Faculty members of equal academic rank have equal rights and privileges in the conduct of the affairs of the Departments, Colleges, or Programs to which they belong. All matters of departmental administration save personnel matters, are the subject of conference among all the Faculty members in the department, regardless of academic rank.

Sec. 202. *Divisions*. The Departments are grouped in three Divisions: Division I, Languages, Literature, and the Arts; Division II, Social Studies, Philosophy, and Religion; and Division III, Mathematics and Natural Sciences. Each Division elects as its chairman a full Professor in one of the member departments. The Divisions consider matters of educational policy, and make recommendations through the Educational Policy Committee to the Faculty, or to the President and his delegates. Colleges and Programs are outside the divisional structure.

PART III. POWERS AND RESPONSIBILITIES

Sec. 301. *Powers of the Faculty*. The By-Laws of Wesleyan University specify the powers of the Faculty as follows: "The Faculty, with the concurrence of the President, shall have power to determine, subject to the approval of or revision by the Board of Trustees, the courses of study, the arrangements of the recitations, lectures, and other exercises, the times and modes of examination, and the general method of instruction" (Charter IV, Section 3).

"The degree of Bachelor of Arts may be conferred on students recommended by the Faculty as having completed the quota of studies required for the degree, and as having complied with all other prescribed conditions, in accordance with such regulations as may, from time to time, be adopted by the Faculty with the approval of the Board of Trustees" (Chapter V, Section 2).

"A post-Baccalaureate degree may be conferred on any student recommended by the Faculty as having completed courses of study prescribed for that degree, and as having complied with all other prescribed conditions, in accordance with such regulations as may, from time to time, be adopted by the Faculty with the approval of the Board" (Chapter V, Section 3).

Sec. 302. *Recommendation and Petition*. On matters not within its immediate jurisdiction, the Faculty may vote recommendations or direct petitions to the President and/or the Board of Trustees.

Sec. 303. *Delegation of Powers*. The Faculty may delegate any of its powers to committees, to departments, or to other delegates.

PART IV. FACULTY MEETINGS

Sec. 401. *Schedule and Notice of Meetings.*

(a) The faculty of Wesleyan University shall meet at least three times during each semester. The schedule of these meetings shall be published and circulated to the faculty at the beginning of each academic year.

(b) The faculty may be convened on special occasions by the President, or upon petition of not less than twenty percent of the faculty on active service. The President or the petitioners must specify the nature of the business to be brought to the faculty; and petitions shall be submitted to the Educational Policy Committee or its delegated authority. Upon receipt, the Educational Policy Committee or its delegated authority shall notify the faculty in writing of the schedule for the meeting and the proposals to be considered, as stated by the President or the petitioners. Such meetings shall be held no later than two weeks after the receipt of the petition. The business of the special meeting shall be restricted to that specified in the petition or by the President.

(c) The agenda for faculty meetings, including special meetings, shall be published and circulated to the faculty at least five days prior to the scheduled meeting.

(d) The President or his delegate shall preside over meetings of the faculty.

(e) Except as otherwise provided in these By-Laws, faculty meetings shall deal first with the agenda scheduled by the Educational Policy Committee and no other business shall be conducted until the business scheduled by the Educational Policy Committee has been completed. At that time, discussion of other issues may be initiated by a member of the faculty, but may not be brought to a vote until a subsequent meeting, except by unanimous consent of the faculty present.

Sec. 402. *Attendance and Voting.* Visiting faculty and faculty less than half-time in the employ of Wesleyan University may attend faculty meetings, without vote. All other members of the faculty may vote, except that the presiding officer may vote only in the case of a tie. Non-members of the faculty may attend meetings, without vote, by temporary invitation of the faculty, by formal vote, upon the recommendation of any member of the faculty.

Sec. 403. *Quorum.* A quorum shall be attained when the number of faculty members present is equal to forty percent of the total number of faculty on active duty.

Sec. 404. *Rules.* The rules of parliamentary procedure, as stated in the most recent edition of Robert's *Rules of Order,* shall govern the faculty in all cases to which they are applicable.

PART V. COMMITTEES

Sec. 501. *Standing Committees of the Faculty.* The following committees shall be standing committees of the faculty: the Educational Policy Committee; the Committee on Rights and Responsibilities; the Student Affairs Committee; the Honors Committee; and the Library Committee.

Sec. 502. *Membership of Committees.* The President and chief academic officer or their respective delegates shall be ex officio members of all committees, except the faculty Committee on Rights and Responsibilities. Ex officio members shall have no vote in Committee deliberations. The Committees shall consist of the following members:

(a) Educational Policy Committee shall consist of six members of the faculty, two from

each Division, four undergraduate students, and one graduate student.

(b) Student Affairs Committee shall consist of six members of the faculty, two from each Division, and five undergraduate students. The Dean of the College shall be a member ex officio of the Committee.

(c) Committee on Honors shall consist of ten members: nine members of the faculty, three from each Division and the Director of the Honors College.

(d) Library Committee shall consist of six members of the faculty, three undergraduate students, and two graduate students. The University Librarian shall be ex officio member of the committee and Secretary to it.

(e) Committee on Rights and Responsibilities shall consist of six members, at least one of whom shall be tenured, at least one of whom shall be untenured, with two members from each Division.

Sec. 503. *Selection of Committee Members.*

(a) Faculty members of the Educational Policy Committee and the Committee on Rights and Responsibilities shall be nominated and elected in accordance with the following procedures:

(i) Nominations for these committees shall be made by each Division Chairperson in consultation with Department Chairpersons. Each Division shall be responsible for nominating two candidates for each Divisional committee position. Additional nominations may be submitted upon petition of at least twenty percent of the faculty of any given Division.

(ii) Elections to these committees shall be by mail ballot of the whole Divisional faculty.

(b) Faculty members of the Student Affairs, Library and Honors Committees shall be appointed by the Advisory Committee in consultation with Department Chairpersons. Additional nominations may be submitted to the Advisory Committee by petition of at least twenty percent of the faculty of any given Division.

(c) Faculty members shall serve terms of three years on all committees.

(d) A vacancy in the membership of any committee arising before the expiration of a regular term of servire shall be filled by the election or appointment of a member who shall hold office for the remainder of the unexpired term. Vacancies shall be filled as soon as they occur, in the manner prescribed in this section.

(e) Undergraduate students shall be nominated and elected to the standing committees of the faculty according to procedures established by the student government.

(f) Graduate students shall be nominated and elected to the standing committees of the faculty according to procedures established by the Graduate Student Association, or its successor.

Sec. 504. *Powers and Responsibilities of Committees.* The committees shall have the following general powers and responsibilities, which may, from time to time, be interpreted or specified by the faculty, voting by simple majority, at a faculty meeting:

(a) Educational Policy Committee shall be responsible for conducting investigations of and making recommendations about all matters of graduate and undergraduate educational policy within the University. It shall regularly review the curriculum and course offerings; consider and recommend major changes in the calendar and cur-

nculum and in the requirements for graduation; and coordinate its work with other committees. In addition, it shall consult with and advise the President on the establishment of the University budget as it relates to educational policy and shall advise the Dean of Admissions in the making of admissions policy and the operation of the Admissions Office. In carrying out these and other responsibilities, the Educational Policy Committee shall be empowered to appoint, at its discretion, subcommittees, task forces or consultants from its own membership, or from the community, and may delegate this appointing power to others. The Educational Policy Committee shall report directly to the faculty and shall be responsible for the agenda of faculty meetings.

(b) The Student Affairs Committee, by delegation of the faculty, shall be responsible for academic review, implementing academic regulations, and recommending to the faculty degree candidates for the B.A. degree; further, by delegation from the faculty the SAC acts on behalf of the faculty in consulting with the President on the establishment and implementation of policy with regard to non-academic discipline, financial aid and all student affairs concerning campus and community life. The SAC reports directly to the faculty meeting.

(c) Honors Committee shall be responsible for administering the Honors Programs of the University.

(d) Library Committee shall be responsible for planning and policy matters concerning the library and its use.

(e) Commitee on Rights and Responsibilities shall advise the President of the University in matters involving complaints by undergraduates and graduate students against a member of the faculty; or with respect to disputes between members of the faculty and members of the Administration, their Departments or other members of the faculty. The Committee shall be guided in its deliberations by the principles of academic freedom and shall file written reports to the President who, as specified in these by-laws, acts as final arbiter. Any member of the faculty or of the Academic staff charged before the Committee shall have the right to confront accusers and witnesses, to be represented by counsel, and to have access to the proceedings and reports of the Committee. The Committee shall serve as the "Hearing Committee" recommended by the American Association of University Professors in dismissal proceedings. The Committee shall be responsible for adopting and promulgating a set of procedures governing the conduct of its work.

PART VI. **AMENDMENTS**

Sec. 601. These By-Laws may be amended at any meeting of the faculty by a vote of two-thirds of those present provided that at least half the members of the faculty on active service vote, and that a copy of the proposed amendment be distributed to the faculty at least five days in advance of the meeting.

PART VII. **EFFECTIVE DATE**

Sec. 701. These By-Laws shall be effective no later than July 1, 1975, except that: (a) elections or appointments to committees may proceed upon the adoption of the By-Laws; three faculty, one from each Division, shall be elected or appointed to each committee in the Spring of 1975; three additional faculty shall be elected or appointed in the Spring of 1976. Subsequent elections or appointments shall occur as terms in office expire; and except further that (b) current members of committees shall serve the full term to which they were elected.

The By-Laws of the Academic Council

(Adopted May, 1967; revised April 9, 1968, June 2, 1969, January 16, 1970, November 13, 1973, and March 11, 1975.)

Preamble. The following sections of The By-Laws of Wesleyan University establish, in broad outline, the composition and powers of the Academic Council:

The President, full professors, associate professors with tenure, three untenured Faculty members elected by the Faculty, and such other members of the Faculty and officers of the University as may be elected thereto by vote of the Board shall constitute the Academic Council. (Chapter IV, Sec. 2)

Every appointment to the Faculty not conferring tenure, and every promotion of a member of the Faculty not newly conferring tenure, shall be made by the President or his designee and shall be reported to the Education Committee at its next meeting and subsequently to the Board at its next meeting. (Chapter III, Sec. 3, (2) (a))

Every appointment to the Faculty conferring tenure, and every promotion of a member of the Faculty newly conferring tenure, shall be submitted by the President or his designee to the Education Committee and shall thereafter be submitted, with the report of the Education Committee thereon, to the Board for its approval. (Chapter III, Sec. 3, (2) (b))

The concurrence of the Academic Council shall not be required for any such appointment or promotion, but when reporting or submitting each such appointment or promotion, to the Education Committee, the President or his designee shall at the same time submit to the Education Committee the report of the Academic Council thereon, if any. (Chapter III, Sec. 3, (2) (c))

PART I. ORGANIZATION AND PROCEDURE

Sec. 101. *Definitions.* For the purpose of these By-Laws, unless otherwise required by context—

(a) The term "President" means the President or his designated agent or agents.

(b) The term "Academic Council" (sometimes referred to as the Council) means the President, the Professors, and tenured Associate Professors, and the untenured members of the Advisory Committee, and such other members of the Faculty and officers of the University as may be elected thereto by vote of the Board of Trustees.

(c) The term "Faculty" means the President, the Professors, the Associate Professors, the Assistant Professors, the Instructors, the Lecturers, and such others as may be constituted members thereof by the Board of Trustees.

(d) The term "on active duty" means not absent on Sabbatical Leave or other leave of absence.

MEETING OF THE ACADEMIC COUNCIL

Sec. 102. *President.* The President calls the meetings of the Council and presides at them. He also presents personnel recommendations. He does not vote except when his vote will affect a decision.

Sec. 103. *Notice.* The President gives five days' notice of meetings, except as required by emergency. When concurrence by ballot is called for, notice includes the agenda and necessary papers.

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Sec. 104. *Quorum.* A quorum shall consist of a majority of the members of the Council on active duty.

Sec. 105. *Rules.* The rules of parliamentary procedure as stated in the most recent edition of Robert's *Rules of Order*, shall govern the Council in all cases to which they are applicable.

Sec. 106. *Secretary.* A Secretary elected annually by a majority vote of the Academic Council shall keep the minutes of the Council. He shall include in the minutes the results of all votes taken by ballot.

PART II. THE ADVISORY COMMITTEE

Sec. 201. *Functions.* The standing committee of the Academic Council, called the Advisory Committee, meets regularly with the President, consults with Departments, and advises the President on matters pertaining to appointments, reappointments, and promotions in the Faculty, and reports its advice to the Council. The Advisory Committee also acts as a conference committee on behalf of the Academic Council for conference with the Board of Trustees.

ELECTION TO THE ADVISORY COMMITTEE

Sec. 202. *Composition.* The Advisory Committee consists of eight elected members, five tenured and three untenured. The five tenured members are elected by the Academic Council. At last three tenured members must be Professors, and at least one tenured member must come from each of the three Divisions. Each tenured member of the Advisory Committee is elected by the whole membership of the Council. The three untenured members of the Advisory Committee represent the three Divisions, and each is elected by the whole membership of his Division, tenured and untenured.

Sec. 203. *Term.* The regular term of service of the elected members of the Committee shall be three years; two members to be elected each year. A member whose term of service has exceeded one year shall not be eligible to succeed himself.

Sec. 204. *Date of Election.* The annual election of members of the Advisory Committee shall take place before April first of the academic year preceding that in which the term of service on the Committee is to begin. Notice will be in accord with Section 103.

Sec. 205. *Method of Election.* For the nomination and election of the tenured members, a ballot shall list all eligible Council members grouped by Division. The President shall indicate whether one or two members must be elected to the Advisory Committee from specified Divisions, in order to provide at least one representative of each Division (see Sec. 202). By agreement of the Council after each ballot, some number of candidates will be eliminated. Finally, candidates are elected to the Committee when receiving a majority of the votes of the Council members present and voting. Notice of a meeting at which an election will occur must be given in accordance with Section 103. Election of non-tenured members takes place by mail ballot.

Sec. 206. *Vacancies.* A vacancy in the membership of the Advisory Committee arising before the expiration of a regular term of service shall be filled by the election of a member who shall hold office for the remainder of the unexpired term; except that whenever a member of the Committee is to be absent on Sabbatical Leave or other leave of absence or is incapacitated for a period of not less than a semester, a member of the Academic Council shall be elected to take his place during the period of his absence. Vacancies shall be filled as soon as they occur, by election in the manner prescribed in Sec. 205.

Sec. 207. *Meetings*. The Advisory Committee shall normally meet once each week during the academic year, at the call of the President, who prepares the agenda and chairs the meetings. Additional representatives of the Administration may attend regular meetings of the Committee, at the President's request after consulation with the Committee. The Committee's final vote and recommendation on an appointment or a promotion may, at the request of the Committee, be to the President alone, and shall in any case be delivered with no faculty members present other than the members of the Committee.

Sec. 208. *Vice-Chairman*. The Committee shall elect each year one of its members as Vice-Chairman. He may propose items for the agenda of regular meetings, and may convene special meetings of the Committee, provided the President be informed of such meetings in advance, and of the agenda.

Sec. 209. *Committee Secretary*. The Committee shall elect a secretary to keep a record of decisions made.

PART III. FACULTY APPOINTMENT PROCEDURE

Sec. 301. *Advice and Concurrence*. The President seeks advice from the Advisory Committee before making appointments or reporting them to the Board. He seeks the concurrence of the Academic Council on appointment and promotions conferring tenure.

Sec. 302. *Initiative*. Nominations for appointment and promotion may originate with the President, or with departments through the President. If the nomination originates with the President, he consults the Council members (or, if none, the highest ranking member or members) in the department or departments concerned before presenting the nomination to the Advisory Committee. The Council members (or, if none, the highest ranking member or members) in a department represent that department to the Advisory Committee, the President, and the Council in recommending appointments or promotions involving tenure. A department whose recommendation does not receive the concurrence of the Advisory Committee or the President can appeal to the Council, and the Council can recommend to the President (by a two-thirds vote) that the department's recommendation be enacted. If the President declines to do so, he must so report to the Board of Trustees.

COUNCIL ACTION

Sec. 303. *Tenure*. The President asks for concurrence by the Council in appointments and promotions conferring tenure. The favorable vote (by secret ballot) of two-thirds of the members present and voting constitutes concurrence by the Council. The President shall report the vote when making recommendations to the Board of Trustees.

Sec. 304. *Administrative Appointments*. For Administrative appointments primarily concerning academic affairs (Vice President for Academic Affairs, Provost, Dean of the College, and Librarian, for example), the President normally asks the concurrence of the Academic Council in his recommendation.

Sec. 305. *Appointments and Promotions not Conferring Tenure*. The President reports to the Council non-tenure appointments he has made or intends to make. He reports non-tenure promotions and promotions to the rank of Professor.

Sec. 306. *Summer Appointments and Emergencies*. During the summer, or in emergencies, non-tenure appointments and promotions are made by the President with

the concurrence of the appropriate Department chairman. In extraordinary circumstances, the President may recommend a tenure appointment during a recess of the University after seeking concurrence of as many members of the Advisory Committee and the Academic Council as are readily available.

PART IV. FACULTY APPOINTMENT CONTRACTS

Sec. 401. *Intention.* In framing the following regulations the Academic Council intends to act in accord with the 1940 Statement of Principles of the American Association of University Professors.

Sec. 402. *Criteria.* Teaching, scholarship, and colleagueship are the three basic criteria by which a candidate for appointment, reappointment, and promotion to the high ranks should be judged. Both performance and promise in these categories should be evaluated.

(1) For purposes of evaluation, teaching refers primarily to classroom performance and promise as evaluated by students and other teachers. The influence and contribution of the candidate upon the teaching of his colleagues should also be considered. Supplementary evidence might include a candidate's contribution to formulating new or improved courses, programs, or teaching techniques and also his availability and effect on students as a counselor.

(2) Scholarship refers to intellectual power, depth and breadth of knowledge, originality and skill in research, creativity and significance of executed work, past contributions to knowledge, and promise of future growth. Published, performed and executed works, important as a contribution to knowledge and understanding, are also the clearest measure of their author's scholarship. Other evidence might include mastery of skills and disciplines outside the candidate's field.

(3) Colleagueship refers to a candidate's contribution to the collegial life of the Faculty as a community of scholars. Of particular importance is his effectiveness in stimulating the thinking of his colleagues and his encouragement and constructive criticism of their work, both on the more formal occasions when Faculty meet for serious discussion and in day-to-day associations with colleagues inside or outside his department. More generally, his value as a colleague is a measure of his participation in the intellectual life of the University beyond his classroom and beyond his own special research interests, and of his share in establishing the conditions for sustaining a stimulating intellectual atmosphere at Wesleyan.

Besides these basic criteria, each case involves special factors which must be evaluated individually. Although tenure should not be considered as a reward for administrative or committee work, the skills or wisdom so demonstrated may answer real needs of the University. These and other special aptitudes or achievements may strengthen the case for a candidate.

These general University criteria are meant to be interpreted by departments and programs in the specific terms appropriate to their fields and disciplines. Such interpretations, which may be in writing, should be communicated by department and program chairmen both to Faculty members when hired and to the Administration.

Sec. 403. *Notification.* All notices of appointment, reappointment, promotion, or termination of appointment are made in writing by the President, and thus become valid, except that appointments or promotions to tenure positions become valid only when they have been approved by the Board of Trustees. No oral assurances shall be binding.

APPOINTMENTS WITHOUT TENURE

Sec. 404. *Ranks.* The ranks of Instructor, Assistant Professor, and Lecturer do not carry tenure. In exceptional circumstances, the rank of Associate Professor may be granted without tenure.

Sec. 405. *Initial Appointments.* Initial appointments shall normally be made for terms of four years.

Sec. 406. *Reappointments.* Before the end of the third year of an initial appointment of four years, a decision shall be made either to terminate the appointment at the end of the fourth year or to reappoint. Such reappointment shall be for four years, unless the faculty member has taught full-time at another institution before coming to Wesleyan.

Sec. 407. *Total Length of Appointments and Reappointments.* The total period of full-time service as an Instructor and/or Assistant Professor and/or Lecturer and/or Associate Professor without tenure at Wesleyan, together with the years of full-time college or university teaching elsewhere, shall not exceed eight years, except that, if the years of full-time college or university teaching elsewhere amount to more than four, the period of service at Wesleyan may run to four years.

APPOINTMENT AND PROMOTION TO RANKS CONFERRING TENURE

Sec. 408. *Promotions Conferring Tenure.* Promotions conferring tenure may be made at any time. Decisions on such promotions must be made by the end of the seventh year of the appointee's full-time college or university teaching, except that, if the years of the appointee's full-time college or university teaching elsewhere amount to four or more, the decision may be made as late as the end of the third year of his appointment at Wesleyan.

Sec. 409. *Associate Professors.* Appointments and promotions to the rank of Associate Professor shall normally be without limit of time. Such an appointment or promotion shall be made only if it is expected that the faculty member will qualify for a professorship in due course.

Sec. 410. *Promotion to Professorship.* Promotion to a professorship will depend on the incumbent's performance as a scholar and teacher, reviewed with regard to the extent to which the promise indicated at the time of the original appointment as an associate professor has been fulfilled. [Promotion to a professorship will depend on the incumbent's sustaining by performance the scholarly and teaching promise indicated at the time of his original appointment as associate professor.]

PART V. AMENDMENT AND PUBLICATION OF THESE BY-LAWS

Sec. 501. *Amendment.* These By-Laws may be amended by a two-thirds vote of members present at any meeting of the Academic Council, provided that notice shall have been given at least five days in advance of the meeting, and provided that the members in attendance constitute a quorum. Voting shall be by ballot.

Sec. 502. *Publication.* Copies of these By-Laws shall be available at all times to the Faculty. Each new member of the Faculty shall receive a copy of these By-Laws upon his appointment to the Faculty. When these By-Laws are amended, each member of the Faculty shall receive a copy, duly revised.

Legislation of the Academic Council
Adopted November 24, 1970

When a department declines to recommend a Faculty member for reappointment or promotion, that Faculty member may appeal his case to the ranking elected member of the Advisory Committee, viz. the Vice Chairman, who will then appoint two members of the Committee to investigate its merits. If they find the case to be procedural in nature, they will refer the appellant to the Committee on Rights and Responsibilities; if they find it to be substantive in nature, they may, if they see fit, refer it to the Advisory Committee as a whole. The Advisory Committee, which may choose to receive the appellant, as well as senior members of the department in question, will report its findings to the President and Provost and to the department itself. Further action, if any, must be initiated by one of these agencies. The customary next step, when the Advisory Committee's recommendations run counter to the department's, will be for the two groups to meet with the President and Provost to discuss their differences.

College Body Constitution

PREAMBLE

In recognition of the importance of a student body as a valid collective, we, the students of Wesleyan University, join in the College Body. In addition to the responsibilities we have to ourselves as individuals, we also realize our responsibility to the institution and to each other. By forming and maintaining a College Body, we are asserting our voice in the community and our desire to maintain an active role in the workings of the University. Our hope is that through the College Body we can create a sense of community to which everyone belongs and in which everyone participates. The undergraduate experience extends beyond the classroom. Our creation of the College Body is an affirmation of this principle.

ARTICLE I

Name

The name of this organization shall be The College Body of Wesleyan University.

ARTICLE II

Membership

Every student recognized by the University as an enrolled undergraduate shall be considered a member of the College Body.

ARTICLE III

College Body Committee

Collectively, the officers of the College Body shall be known as the College Body Committee.

ARTICLE IV

Purpose of the College Body Committee

The purpose of the College Body Committee shall be: to transact the business of the College Body; to foster and coordinate undergraduate activities and interests; to conduct student elections; to appoint or nominate the student members of University committees; to keep the student body informed of University issues and actions of this committee; and to provide further student input into the formulation of University policies.

ARTICLE V

Officers

Section A. The officers shall be five undergraduates, elected at large and chosen from among the three lower classes of the University.

Section B. Elections shall be held in early March to facilitate the transition of members and selection of members of standing committees. The term of office shall run from June to June. A member may stand for reelection.

Section C. Vacancies which occur during the fall semester shall be filled by a special election. Spring semester vacancies shall be filled at the discretion of the College Body Committee.

ARTICLE VI

Procedure

Section A. The College Body Committee shall, at its first regular meeting, adopt such rules concerning the business of meeting, attendance, conduct, and organization as are necessary for the orderly and efficient transaction of business.

Section B. The Committee shall select from among its members the following officers: Chairman, Treasurer, Campus Events Liaison, Administration Liaison, and Senator-at-Large.

Clause 1

The chairman shall be responsible for coordinating the Committee's activities, chairing meetings, keeping necessary records of the Committee's actions, handling outside queries, and chairing the Election Committee.

Clause 2

The Treasurer shall be responsible for keeping the financial records of the College Body and chairing the Treasury Committee.

Clause 3

The Campus Events Liaison shall sit as an ex-officio member of the Social Committee, Students Events Committee, and, insofar as solely campus social activities are concerned, the Interfraternity Council; he shall also have responsibility for coordinating the social activities of CBC-funded groups.

Clause 4

The Administration Liaison shall be responsible for meeting regularly with Administration officials and acting as a spokesman to them for the College Body Committee.

Clause 5

The Senator-at-Large shall attend Senate meetings and be a spokesman to that body for the College Body Committee. Pursuant to the rules of the University Senate, he shall have a vote in the University Senate and serve on the Agenda Committee.

Clause 6

Members of the committee will, in addition to their specific duties, be responsible for the general business of the Committee. The specific positions are not meant to limit the members to these roles.

Section C. The Committee shall hold open publicized meetings at least once a semester during College sessions. The meetings will be conducted on the basis of free and open discussion. Upon petition an open meeting of the College Body Committee will be held.

ARTICLE VII

Election and Appointments

Section A. The Committee shall be responsible for conducting elections for the University Senate, Library Committee, Admissions Committee, Senior Class Officers, and the College Body Committee. Members of the Committee running for office are

prohibited from assisting the Elections Committee, which has the responsibility for establishing procedures and conducting elections.

Section B. The Committee is responsible for appointing or nominating the student members of the various Standing Committees and Boards; furthermore, the Committee shall, before leaving office, print and distribute applications for committee and board positions, with action on such applications to be taken by the newly elected College Body Committee before the end of the Spring Term.

ARTICLE VIII

Senior Class Officers

Section A. The Senior Class shall be represented by a President, a Vice President, a Secretary, and a Treasurer, to be elected in the spring of the junior year of that class.

Section B. The Officers of the Senior Class shall act as the search committee for that class' commencement speaker. It shall also be responsible for preparations for graduation and the class' fifth year alumni reunion.

ARTICLE IX

Committees and Organizations

The College Body Committee shall select members of the College Body to serve on the necessary standing student committees, which shall include, but not be limited to, the following: Social Committee, Treasury Committee, and Elections Committee.

Clause 1

The Social Committee shall be responsible for major social functions involving the entire campus (i.e. major concerts and parties). It shall take care to coordinate its activities with those of other student groups working on similar events. It shall be chaired by the student(s) appointed by the College Body Committee.

Clause 2

The Student Events Committee shall be primarily responsible for speakers, films of a non-commercial nature, and programs of varied appeal to the diverse interests of the College Body. It shall be chaired by a student(s) appointed by the College Body Committee.

Clause 3

The Treasury Committee shall assess and audit on a monthly basis the expenditure schedules of organizations and bodies receiving any College Body funds. This committee shall report monthly to the College Body Committee on the financial status of each group. The committee shall be chaired by the Treasurer of the College Body Committee.

Clause 4

The Election Committee shall be responsible for all student elections and referenda. Its membership shall include all College Body Committee members not running for office and shall be chaired by the Chairman of the College Body Committee (except where he is running for office, in which case, an eligible College Body Committee member shall be selected by the College Body Committee).

ARTICLE X

College Body Tax

Section A. The College Body Committee shall be responsible for determining and allocating the College Body Tax, to be levied to each student.

Clause 1

The College Body Committee shall establish what rules and procedures it deems necessary for the allocation of the College Body Tax.

Section B. Increases or decreases in the College Body Tax shall be put to a referendum

of the College Body. Approval of one-half of those voting is necessary for the College Body Committee to exercise its discretionary power to change the tax.

ARTICLE XI

Funding procedures

Section A. Each committee or organization receiving College Body funds shall make such rules and regulations as may be necessary for the execution of its duties. These rules and regulations shall be subject to the approval of the College Body Committee.

Clause 1

All rules and regulations adopted by the various committees shall be subject to annual revision and/or readoption by the succeeding members of that organization.

Section B. The College Body Committee may require any committee to report at any time.

Section C. The College Body Committee shall draw up an Allocation Contract stipulating rules and regulations for the spending of allocated funds. Before funds are turned over to an organization, a signed Allocation Contract must be returned to the CBC Treasurer.

Section D. Each committee or organization receiving College Body funds is required to have a treasurer, who shall keep an accurate record of income or expenditures, and shall make its record available to the Treasurer of the College Body upon notice of not less than three days. Each committee shall be responsible for submitting an audit to the Treasury Committee at the end of each month. The College Body Committee maintains the power to review the expenditures of any committee or organization receiving College Body Funds.

Section E. No committee or organization receiving College Body funds shall transfer said funds or any portion thereof to any other committee or organization without the authority of the Treasurer of the College Body Committee. The College Body Committee shall not act as a collection agency for independent organizations.

Section F. All profits or surplusage automatically reverts back to the College Body Committee. Unspent funds do not carry over to the successive allocation period.

Section G. Failure to comply with the regulations as provided for in Sections D, E, and F of this article or the Allocation Contract shall result in the immediate stoppage of payment of debts incurred by the noncomplying committee or organization. The members of such a committee or organization shall then be considered independently responsible for payment of said debts.

Section H. The College Body Committee shall be empowered to impound or freeze all appropriations when organizations are adjudged insolvent by the Treasury Committee.

Section I. Before terminating office, all outgoing committees and organizations shall work with the incoming committee on procedures and projected action.

ARTICLE XII

Boards

Section A. As established in the document entitled *The Honor Code*, it is the duty of the Honor Board to administer the Honor Code and to investigate infractions as provided for in the Code. Recognizing that the Honor Board is not within the Committee's constitutional purview, the Committee nonetheless asserts its interest in the Board's proper functioning and reserves the right to comment upon it.

Clause 1

Pursuant to the Honor Code and the procedures established by the Student Affairs Committee and the President, the College Body Committee shall participate in the election or selection of the members of the Honor Board.

Section B. As established in the document entitled "On the Judicial System" it is the

duty of the Student Judicial Board to adjudicate infractions of the Code of Non-Academic Conduct. Recognizing that the Student Judical Board and the system for accountability are not within the Committee's constitional purview, the Committee nonetheless asserts its interest in the proper functioning of the system and reserves the right to comment upon it.

Clause 1

Pursuant to the procedures established by the President in consultation with the Student Affairs Committee, the College Body Committee shall participate in the election or selection process of the members of the Student Judicial Board.

ARTICLE XIII

Referenda

Section A. Questions of College Body or University policy may be put to a general referendum upon the submission of a petition to the College Body Committee. Petitions shall clearly state the question and shall be signed by no less than ten per cent of the College Body.

Section B. The College Body Committee may, by a vote of two of its members, bring an issue to referendum.

Section C. The College Body Committee may, at its discretion, poll the College Body.

Section D. The results of a referendum may, as appropriate, be forwarded to the President and/or other appropriate bodies in the nature of advice.

ARTICLE XIV

Amendments

Section A. Subsequent to adoption, this Constitution may be amended by a two-thirds majority of those voting.

Section B. Those amendments which may from time to time be made to this Constitution shall be written in this document and not appended thereon.

ARTICLE XV

Ratification

A two-thirds majority of those voting is necessary for ratification.

AMENDMENT ONE

Students' Union Constitution

Preamble

We, the students of Wesleyan University, recognizing our rights to forward and protect our interests, hereby form a Students' Union. We do so in an effort to promote an awareness of the key issues facing the student body, to promote sustained and broad-based student participation in campus governance and to facilitate better communication between students and student representatives.

We hereby declare our willingness to work constructively with other campus groups in forwarding our mutual interests and resolving our differences.

We take upon ourselves the responsibility of solidarity, involvement and support of the Students' Union.

ARTICLE I.

Composition of the Organization

A. The name of this organization shall be the Wesleyan Students' Union.

B. Participation in the Wesleyan Students' Union is open to all Wesleyan, both undergraduates and graduates.

ARTICLE II.

Membership

A. A student shall become a member of the Union upon registration involving a declaration in support of the Union and the payment of annual dues.

1. Said declaration shall consist of a written statement endorsing the Preamble of the Wesleyan Students' Union. This statement shall be distributed by the College Body Committee to every enrolled student at the beginning of each fall semester. Further, the Chairman of the College Body Committee shall be responsible for the collection of endorsed statements and the publication of a membership roster. Said responsibility shall be executed no later than the last day of the third week of the semester.

2. Annual dues of the Wesleyan Students' Union shall be $1.00 to be used for Union business and to ensure financial independence from the College Body Committee.

ARTICLE III.

Structure of the Organization

A. The Wesleyan Students' Union shall consist of the following:

1. A membership shall consist of students meeting the requirements enumerated in Section II-A-1.

2. A leadership group hereafter called the Core Committee of the Wesleyan Students' Union. The Core Committee shall be composed in the following manner.

a) The four student members of the Educational Policy Committee of the faculty.

b) The five student members of the Student Affairs Committee of the faculty.

c) The five duly elected members of the College Body Committee.

d) One student member from each of the five Trustee Committees. If a student is a member of a Trustee Committee and fulfills any of the requirements stated in Section III-A-2a), b), c), he or she shall automatically serve as the representative of that Trustee Committee to the Core Committee.

e) Seven at-large members.

f) One Chairperson.

B. Selection of the Membership of the Core Committee.

1. The student members of the EPC, SAC and CBC serve on the Core Committee by virtue of their election to office in the manner prescribed by the College Body Committee.

2. The student membership of each Trustee Committee shall select its delegate to the Core Committee.

3. The Chairman of the College Body Committee shall be responsible for conducting elections no later than the last day of the fifth week of the fall semester. Only registered members of the Student Union are eligible for participation in these elections.

a) To be considered a candidate, one must submit a petition consisting of 25 signatures of endorsement.

b) Petitions should be submitted along with a campaign statement to the Chairman of the College Body Committee.

c) Members may cast seven votes in this election.

4. A separate election will be held, at the same time, for Chairperson of the Core Committee.

a) Candidates for this office must meet the requirements of Section III-B-3a), b) and c).

b) Members may vote for one candidate in this election.

ARTICLE IV.

Responsibilities of the Core Committee

A. Within two weeks after said election, the elected at-large members and the

Chairperson will meet with the other designated members of the Core Committee, Henceforth, the Core Committee will meet, in open sessions, not less than twice a month.

B. The Core Committee will select from among the seven at-large members, a treasurer, and a secretary. These positions, along with the Chairperson, are only administrative positions.

C. The Core Committee members will appoint, from amongst themselves, an Agenda Committee who will determine and publish an agenda of the coming meeting, and minutes of the preceding meeting, one week in advance of each meeting.

D. It will be each member's responsibility to meet with his or her constituency in conjunction with Core Committee meetings (that is, approximately every other week).

E. The Core Committee may form Task Forces from within the Student Union membership to investigate and inform the student body on topics related to student life, and to elicit student response and sustain student interest on those issues.

F. The Core Committee will work within residential units to elicit student opinion and distribute information on issues pertinent to university affairs as they see fit. Each Core Committee member is responsible for a specific constituency within the University. He or she has the option of establishing contacts within the constituency to aid in the exchange of information.

G. The Core Committee members are subject to recall from the Core Committee by the following for failure to fulfill their responsibilities:

1. by a vote of two-thirds of the Core Committee.

2. by a two-thirds vote of the Core Committee member's constituency, such vote to be held if requested by 10 per cent of said constituency, by petition.

ARTICLE V

Beginning January 1, 1976, all responsibilities delegated in these articles to the Chairman of the College Body Committee, will be assumed by the Secretary of the Core Committee.

ARTICLE VI

These articles can be amended in accordance with procedures established by the College Body Constitution.

ARTICLE VII

These articles become effective not later than May 6, 1975.

The Honor System

I. INTRODUCTION

All communities exist by virtue of some consensus on values, even though that consensus may be imprecise and unspoken.

In a university, it is essential that there be not only consensus, but universal acceptance of certain enduring and quite specific standards of academic conduct. These standards of academic conduct are distinct from the other values and expectations of the community. Because of their unique importance, they are set forth as the Honor Code and are enforced by the Honor Board.

The Honor System depends upon adherence of all members of the University to the standards of academic behavior set forth in the Honor Code. This community embraces a great variety of individuals whose diversity of thought and life-style are wellsprings of the intellectual and creative life of the University. In this diverse group there are, properly, a few basic tenets. These include a willingness to adhere to the Honor Code. Any student wishing to enroll at Wesleyan should understand and accept this responsibility which he assumes when he matriculates. This substantial responsibility is one aspect of the education offered at Wesleyan.

There is an inevitable tension between the concept of individual creativity, effort, and achievement, and the notion that in a University community, learning is a collective, collaborative process. Both are valid. That we live under an Honor Code bearing on the individual conduct of students in academic matters is not to minimize the importance of collective learning. Nor does it deny the debt which each individual owes to the colleagues with whom he engages and to those who have contributed to the body of knowledge upon which he builds. The existence of the Honor Code is simply a reflection of the fact that in certain types of academic exercise, the purpose of which is to elicit and assess the intellectual and creative work of individuals, standards of conduct are essential.

It is not the aim of the Honor System to impose rigid forms and definitions where flexibility is required. Consequently the application of the Honor Code in a particular course lies in part at the discretion of the instructor and his students. The instructor will announce to the class any unusual conditions which may have an impact on the application of the Code. Whenever there is any question as to the application of the Code, the student must be sure to clarify the matter with his professor. Likewise, the members of the Honor Board and the faculty should play an active role in helping the student come to a better understanding of the philosophy and mechanics of the System.

The Honor Board, to which violations of the Honor Code are referred, exists for several related reasons: to afford the protection of due process to students who are alleged to have violated the Honor Code, to ensure that sanctions are commensurate with violations, and to promote uniformity in the handling of cases. Furthermore, the Honor Board serves as a constant reminder of institutional values. Initial adjudication of alleged violations of the Honor Code must issue from the Honor Board.

The success of the Honor System depends upon the cooperation of the entire community. In matters of academic integrity, both the students and the faculty are basically involved. The composition of the Honor Board is a reflection of the common responsibilities of the University's constituents.

II. HISTORY

The Honor System was initiated at Wesleyan in 1893 through the efforts of a group of students who had worked to sell their idea to the faculty and administration as well as to their fellow students. From the beginning the Honor System has had a varying course in regard to its comprehensiveness, its administration, and its penalties. At first the Honor System applied only to final examinations. In 1910 it was extended to essays and laboratory work also. By this time the administration of the Honor System had come into the hands of an undergraduate Honor Board which judged all cases of violation, both those arising in examination and those involving essay and laboratory exercises. This control by the students continued until 1929 when, at the suggestion of the Honor Board, it was decided that the Board should handle only examination violations while the faculty should deal with violations in essays and laboratory exercises. In 1950 the full responsibility to judge all cases was again assumed by the undergraduate Board.

III. THE HONOR CODE (section II of the *University* Code)

A. Acts constituting a Violation of the Honor Code

1. The attempt to give or obtain assistance in a formal academic exercise without due acknowledgement.

2. The submission of the same work for academic credit more than once without permission.

3. Willful falsification of data, information or citations in any formal academic exercise.

4. Deception concerning adherence to the conditions set by the professor for the formal academic exercise.

5. The failure to take constructive action in the event of committing or observing a violation or an apparent violation.

B. Constructive Action

It is the responsibility of members of the University to take constructive action in the case of committing or observing an apparent violation of the Code, though this does not imply that constructive action requires the observer of an apparent violation to report to a third party, e.g. a person other than the alleged violator. The following procedures constitute means of taking constructive action:

1. A student who believes his actions to be in possible conflict with the principles of responsibility and integrity in the Honor Code must discuss the matter as soon as possible with a member of the Honor Board.

2. Should a person believe that the actions of another may be in conflict with the Honor Code, he may discuss the matter as soon as possible with the individual concerned. If after discussion, either student finds said actions to be in possible conflict with the Code, the student whose actions are in question must bring the matter to a member of the Honor Board.

3. The observer of an apparent violation may report the matter directly to the Honor Board without consulting the alleged violator.

4. The observer of an apparent violation may make a report to a resident advisor, a

faculty member, or University official. The person to whom the report is made shall discuss the matter as soon as possible with the alleged violator, or shall report the matter to the Honor Board.

C. The Pledge

A student must sign a pledge on any formal academic exercise, if so requested by the instructor concerned. The pledge reads, "Pledge, no aid, no violations."

IV. THE HONOR BOARD

A. The Honor System shall be directed and guided by the Honor Board. No punitive action may be taken unless due process is followed by a faculty member or University offcial with respect to an alleged violation of the Code. In a particular case a faculty member or University official may make a confidential recommendation to the Honor Board with respect to what he considers an appropriate penalty to be used by the Board in the case of an offense, but primary jurisdiction for adjudication of the Honor Code resides with the Honor Board.

B. The Honor Board shall consist of four student members, all with vote.

1. Of these four student members, two shall be juniors and two shall be seniors, appointed by the College Body Committee. Normally, both juniors shall be reappointed for a second year. One of these juniors shall become chairman in his senior year, although both may serve as co-chairmen during their second term.

2. The Dean of the College shall serve as an ex offcio member of the Honor Board.

V. DUE PROCESS

A. The Honor Board shall extend due process as subsequently defined in this section to all those who appear before it.

B. An individual shall receive notice, in writing, of the specific charges brought against him. Such charges must be presented within a time adequate to allow for the preparation of his defense. At the time of receiving such notice the person shall also be informed of his rights and of the procedure of the Board before which he will appear.

C. An individual shall have the right to a hearing scheduled without unnecessary delay and shall be presumed innocent until proven guilty.

D. An individual has the right to an advisor of his choice from within the University.

E. An individual has the right to summon witnesses in reasonable number and to question them personally or through an advisor. Similarly, the Honor Board shall have the right to know the identity of his accuser (s) and witnesses to the accused. At the summons of either the Board or the accused, any member of the University, unless exempted by this section, has the obligation to testify as extensively as the Board may require.

F. An individual shall have the right to an open or closed hearing at his discretion. A hearing is confined to a determination of guilt or innocence. In cases of conviction, the Honor Board reserves the right of closed session for proceedings dealing with a determination of sanction.

G. At the hearing, all evidence and testimony bearing upon the alleged violation shall be introduced in the presence of the individual, who shall have the right to challenge any evidence and cross-examine any witness.

No member of the University staff with whom an accused has entered into a confidential relationship shall be called upon by the Honor Board to give evidence or information arising from that relationship without the permission of the person appearing before the judicial body.

This shall not prevent an accused from calling persons with whom he has entered into confidential relationships to give evidence arising from that relationship. Through the permission of the accused, the witness who imparts confidential information must testify fully with regard to this specific information in response to questions from the judiciary except that nothing in these provisions is to be construed to require any person to violate the ethics of his profession.

H. A written summary of the decision shall be available for inspection by members of the University. The summation shall include a general statement of the charges, the judgment, and the rationale for the decision where necessary. The summation shall not name the accused or any witnesses nor include any information unnecessary to apprise members of the community of the charges or the judgment.

I. Conviction shall require the unanimous vote of the Board.

J. In cases of conviction, the Board shall invoke such penalties as it sees fit. All decisions of the Honor Board shall be reported to the Student Affairs Committee and to the Dean of the College, who is responsible for implementation of the decision.

K. On procedural points, or in the case of new evidence, the decisions of the Honor Board are subject to review by the Student Affairs Committee. Such review may be initiated only by the student concerned. The power of review of the Student Affairs Committee is limited to one request, directed to the Honor Board, to reconsider the case. Appeal of Honor Board decisions may be taken to the President.

L. Except as explained herein and required by the procedures of the Honor Board, or as permitted by the Written consent of the accused, all members of the Honor Board have an obligation to treat as confidential the proceedings of any case.

VI. RECORDS

The decision of the Honor Board shall be reported to the Student Affairs Committee and the Dean of the College. The Student Affairs Committee and the Dean of the College shall receive written reports from the Honor Board for their files, and a copy together with the paper or papers involved in the violation of the Honor Code shall be preserved in the records of the Honor Board.

VII. PENALTIES

Violations of the Honor Code are among the most serious offenses an individual may commit at Wesleyan. The Honor Board shall invoke penalties at its discretion, up to and including dismissal from the University.

Standards and Procedures for Regulating Non-Academic Conduct

The following document which was developed during the academic year 1973–74, describes the standards, structures, and procedures for holding members of Wesleyan University accountable in matters of non-academic conduct. Following consultation with the Student Affairs Committee, President Campbell placed the new system into effect as of July 1, 1974. An additional section of the document entitled "Rights and Freedoms of Students" is likewise in effect, but is published separately in the "Rights and Responsibilities" section on page 43.

PART ONE A STRUCTURE FOR ACCOUNTABILITY

Section 1: The Rationale

Part One of this document contains a detailed description of the system for handling complaints which are filed under the Code of Non-Academic Conduct or the Statement of Student Rights at Wesleyan. In order to understand what the community can reasonably expect of this system, it is important to have in mind some underlying assumptions about the nature of the University itself.

A university is an elaborate and in some ways fragile institution which exists to provide a free and favorable environment for teaching and learning. The university community, therefore, has a need to be able to hold its members accountable for actions which damage the environment, infringe upon the rights of other individuals, or otherwise hinder the community in achieving its purposes.

It is essential to a sense of fairness that this principle of accountability be applied to each of the diverse constituencies of the institution: students, faculty, administrators, and staff. Although the ideal of promoting maximum individual freedom implies that these codes or restrictions should be no more elaborate or extensive than absolutely necessary for the university to protect its fundamental interests, it is inevitable that each member of the university has not only rights, but certain responsibilities for which he or she may be held accountable.

The rights and responsibilities of individuals in one group differ from those in another because of the differing ways in which various constituencies relate to the institution. The duties of salaried workers, for example, are generally quite specificially defined, and the terms of their employment are conditioned in part by state and federal legislation. Employees "rights" are essentially those set forth in Wesleyan employment policy, and they are accountable to the head of the department in which they work.

An administrator, on the other hand, generally has a broader and less specific set of responsibilities and a different set of rights. He or she is expected to meet whatever professional standards may apply and also to observe the policies of the institution. Administrators work without contracts and are accountable to the President.

Faculty members at Wesleyan comprise still another category. They hold contracts—in fact, after achieving tenure, lifetime contracts—and are accountable to their peers for upholding a special set of professional responsibilities spelled out by the American Association of University Professors. One characteristic of these responsibilities is that there is no clear distinction between responsibilities in the classroom and outside of it—teachers are accountable for their professional comportment *in toto*. If they become subject to disciplinary proceedings, they may insist upon highly formalized

hearing procedures; and yet even in the absence of formal dismissal proceedings, a serious question about the ethical conduct of a teacher may cast a shadow over his or her career.

The situation of students is different yet again. In one sense, students are primarily consumers of what the university has to offer, and their first responsibility—a debt owed mainly to themselves—is to consume fully and well. Because of health and safety requirements and the nature of the quasi-communal living arrangements on a residential campus, a student is required to forgo certain privileges—for example, the right to possess firearms—which in other circumstances might be enjoyed. The student is held accountable under a Code of Non-Academic Conduct which is intended to control certain behavior which can reasonably be assumed to pose substantial problems for the University. A student disregarding his or her responsibilities with respect to non-academic conduct is vulnerable to a variety of sanctions ranging from the mild to the relatively severe, and yet these sanctions can only be invoked through correct procedures and it would be difficult to argue that the most serious of them is so severe as the loss of livelihood for a staff member or a blighted career for a faculty member or administrator.

Many of the disputes on a university campus involve differences which can be resolved to the satisfaction of both parties through rational discussion and mediation. Formal proceedings resulting in the imposition of a sanction are, of course, necessary from time to time, but are surely not to be preferred when the complaint does not involve an explicit violation of a code or when the complaining party can be satisfied by mediation.

We have noted that the responsibilities which members of various groups owe to the institution differ, and that the consequences which they face if they disregard their responsibilities inevitably differ as well. Perfect symmetry is neither achievable nor necessarily desirable. But the general principles of accountability and of seeking reasoned, mediated settlement in preference to formal proceedings must apply to all, and the standards and procedures must be reasonably designed, given the special character of each constituency, and fairly implemented. It goes without saying that an obvious inconsistency in University standards—for example, allowing faculty but not students to carry lethal weapons on campus or to park in "tow zones"—would be extremely difficult to justify.

We turn now to the various components of the Wesleyan system for accountability.

Problems of student conduct can affect the entire university in diverse ways. The trustees have lodged specific authority and responsibility in the President "in consultation with the faculty" for establishing and implementing policies governing student conduct, and accordingly the President's authority to change standards, structures and procedures, acting in consultation with the SAC, stems directly from the Board. The faculty role is essential because of the close relationship between the happiness and security of particular individuals within the university community and the academic life of the institution. With respect to student participation, it has often been argued that the exercise of meaningful disciplinary responsibility is an important educational opportunity and that furthermore a diverse perspective in the judicial process is likely to enhance both the quality of the process and the degree of confidence it enjoys. Both Wesleyan tradition and contemporary theories of university governance support the contention that students should play a substantial, though not exclusive, role in the development of standards of non-academic conduct and in the enforcement of those standards. It appears that the interests of the whole university will best be served by the presence of faculty and administrative representatives in the adjudicatory process with full voice but without vote, and therefore, Section II of this chapter outlines a Student Judiciary Board with a voting member-

ship of five students and a non-voting advisory representation of two faculty members and an administrator. The Board has simplified procedures with which to mediate the frequent student disputes which do not require adjudication, and therefore adjudication applies only when mediation has failed to resolve an explicit violation of the Code or of the Statement of Student Rights.

As we have said, administrators are accountable to the President and faculty members to their peers and ultimately to the Board of Trustees. Yet in the eyes of many students this system of accountability seems too remote. For example, there are fairly frequent assertions that an administrator has acted in an arbitrary, unfair, or capricious way, violating the Statement of Student Rights, and that the student does not have adequate recourse. Even when disputes involving administrators or faculty members stem from minor misunderstandings or differences in style, they can be of substantial concern to the individuals involved.

The administrative category of problems has been the primary reason for establishment of the Rights Review Board. Made up of two administrators and two faculty members with two advisory student members, the RRB is designed as a panel of inquiry which will make an initial attempt to resolve disputes through discussion and mediation. The RRB is intended to be easily accessible to any student who believes that a policy, decision, or act is inconsistent with the Statement on Student Rights, and also to be available to any member of the community who wishes to subject an issue to mediation. Since it is not a judicial body, there is no need for elaborate due process, and the RRB is free to organize its operations in any way it sees fit. It is to be expected that most complaints brought to the RRB will involve administrative matters, but with the consent of the Faculty Committee on Rights and Responsibilities, faculty members will be free to ask that complaints concerning them be aired at the RRB rather than resolved through traditional channels, so long as that is agreeable to the person bringing the complaint. When unable to resolve disagreements at the primary level, or when it believes it advisable that there be a change of university policy in a given area, the RRB will file a confidential report with recommendations to the President.

The traditional route for academic or non-academic complaints concerning faculty members leads toward the FCRR, but to date there has been a certain lack of clarity as to which route a student should attempt to follow to get there. It is commonly thought that only the most serious breaches of ethics or infringements of academic freedom will be dealt with by that Committee. Furthermore, students believing that they have been unfairly treated by a faculty member are sometimes concerned about the time-consuming process which may be involved when they are told to exhaust their prior remedies before seeking a hearing by the FCRR. The absence of a clear road-map explaining how students should seek review of such matters as arbitrary faculty actions or apparent breaches of confidentiality has created the impression, perhaps unfortunate but nonetheless widespread, not only that "You can't get there from here," but that neither is there an intermediate point along the way where the problem might be aired and resolved. Since it is the understanding of the Conference that the FCRR is equally concerned about this issue, we have not attempted to suggest to the FCRR and the administration what particular road-map might be drawn; but it is our opinion that the overall system for accountability will be better understood when that step is taken. It appears that one useful step in building confidence in the FCRR might be establishment of a simplified mediating procedure in which a member of that Committee would be available relatively early in the complaint process to help attain an agreeable understanding with minimal red tape.

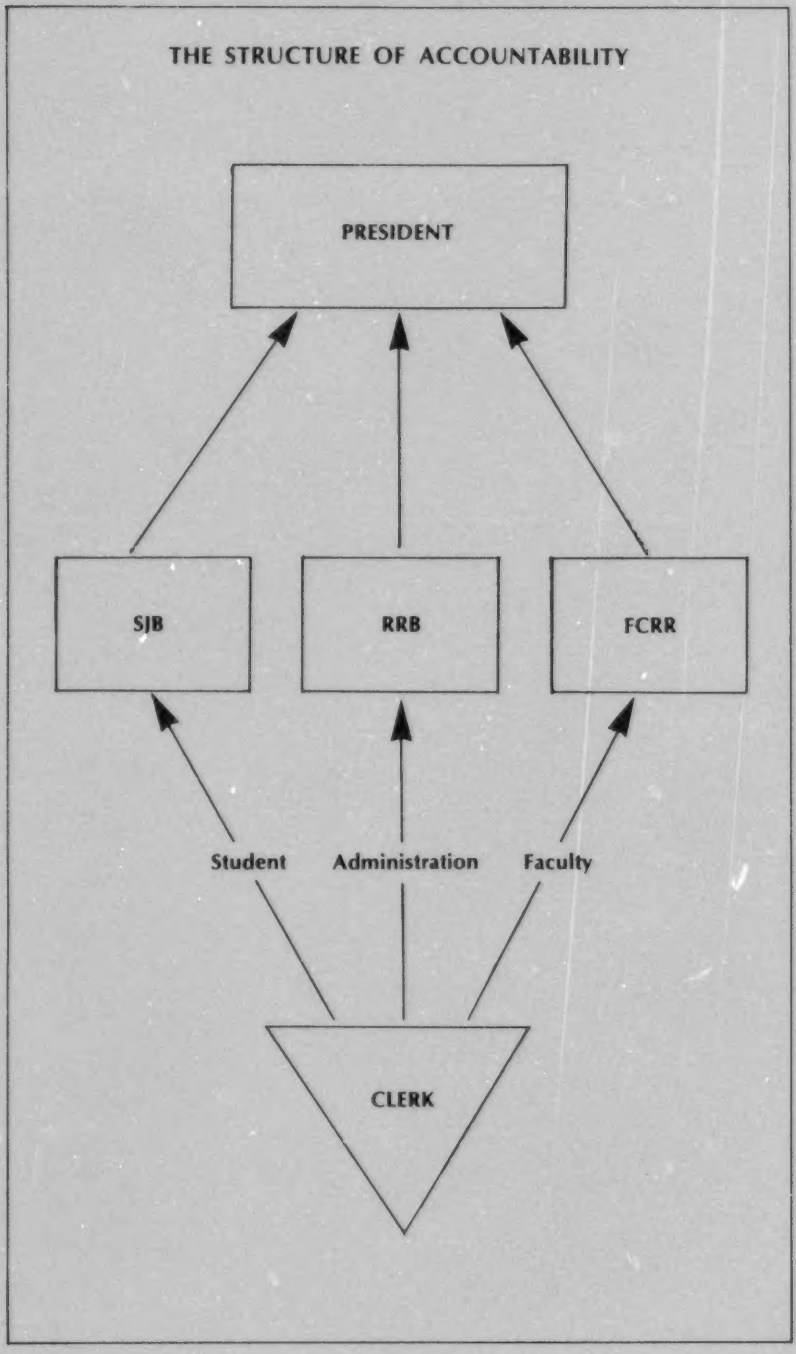
An important additional feature of the system for accountability is the office of the clerk, which will provide a single, central entry point for all complaints into the system. The clerk will not maintain files or records, but will simply pass the com-

plaint on to the chairman of the SJB or of the RRB, or to whichever point has been clearly identified by the administration and the FCRR as the appropriate first step along the traditional route for handling disputes concerning faculty members.

The Community Advocate and the Community Counselor will be two individuals selected in a manner approved by both the President and the Student Affairs Committee, and charged with the responsibility to present, or to assist in the presentation of arguments. The individuals, who may switch roles on a case-by-case basis, will provide assistance for a defendant or complainant who desires it. The primary role of this office will be played in connection with SJB cases which have not been resolved by mediation, but the office could conceivably provide assistance in matters brought before the RRB as well.

It may be protested that the proposed new structure for adjudication and review is more elaborate than that which has existed at Wesleyan in recent years. In one sense that observation is accurate, since the RRB, the clerk's function, and the Community Advocate and Counselor are all new creations. Yet the new system builds upon foundations which already exist in the SJB and the FCRR, and there is reason to think that the additions to the system will make its operation simpler and, equally important, more understandable than before. The SJB will no longer face an improbable mixture of conflicting assignments: investigation, adjudication, and even, from time to time, informal legislation. The Advocate and the Counselor will perform the essential task of presenting sufficient facts so that a case may be properly heard, and of providing adversarial balance. The RRB will provide a recognized vehicle for exercising the principle of accountability when students feel their rights to have been infringed upon by administrators or by faculty members who prefer an RRB settlement. And so long as the FCRR and the administration take the remaining step of illuminating the method for handling individual faculty disputes, the combined effect of these changes should be to bring about a marked increase in community confidence in the system for accountability at Wesleyan.

The foregoing introduction to the system is merely an overview, and a fuller understanding of the way each component will operate in relation to the others will require a close examination of the remaining sections of this chapter.


THE STRUCTURE OF ACCOUNTABILITY
PRESIDENT
SJB
RRB
FCRR
Student
Administration
Faculty
CLERK

Section II: Student Judicial Board

A. *Composition and Tenure*

1. The voting membership of the Student Judicial Board (SJB) shall consist of five undergraduate students each serving a two-year term.

2. There shall be two alternate voting members, each serving a two-year term, available to act in the absence, disqualification or resignation of one of the voting members.

3. The advisory membership of the SJB shall consist of two faculty members, each serving a two-year term, and an administrator, normally the Dean of the College serving *ex officio*.

B. *Responsibilities and Jurisdiction*

1. The SJB shall hear complaints concerning the infringement of students' rights by other students, and shall attempt to resolve such cases by mediation prior to any formal adjudication.

2. The SJB shall be responsible for primary adjudication of all alleged violations of the Non-Academic Code of Conduct excepting those which may require extraordinary administrative action according to criteria jointly established in advance by the Dean and Student Affairs Committee (SAC).* (Such extraordinary cases may consist of cases which occur during vacations or recesses in which the person accused requests speedy resolution, prior to the time at which the Board can next be convened; emergency cases in which the Dean, in consultation with the Chairman of the SAC, determines that an imminent and likely danger to persons or property requires the immediate, temporary suspension of an individual, pending a full, formal hearing of the Board to be held at the earliest opportunity; and cases in which the defendant admits responsibility and requests administrative disposition of the case, in which case the Dean shall consult the Chairman of the SAC prior to acting.)

3. In judicial matters the Board shall receive evidence, hear witnesses, and determine guilt or innocence and shall recommend sanctions to the Dean of the College. (In a formal legal sense the authority to impose sanctions in the name of the University must be vested in an officer of the University, but the considered judgment of the Board shall be taken as a binding recommendation, to be modified only in extraordinary circumstances and with the approval of the SAC.)

4. An appeal from an adverse decision of the Board may be taken only by the defendant. Such an appeal is directed to the President who, in consultation with the SAC, shall establish such procedures for hearing appeals as he deems appropriate.

5. The Board may require the cooperation of any member of the University community in furnishing testimony or evidence except that no member of the University staff with whom an accused has entered into a confidential relationship can be required to give information arising from that relationship without the permission of the accused. Furthermore the Board shall excuse a witness if it concludes that by giving testimony the witness may be endangered.

*By Trustee resolution, the President is responsible for establishing and implementing all policies governing student conduct "in consultation with the Faculty." For purposes of clarity, however, frequent reference will be made in this document to the Dean and the SAC since each exercises broad operational responsibility.

6. Whenever the Board considers it desirable that there be changes in the standards, structures, and procedures under which it operates, it shall propose such changes to the Dean and to the SAC. Authority to enact such changes is vested in the President, who acts in consultation with the SAC.

C. *Elections*

1. The voting membership of the SJB, including the alternates, shall be elected in the spring of their sophomore years to serve during their junior and senior years.

2. Two voting members and one alternate shall be elected in even-numbered years and three voting members and one alternate shall be elected in odd-numbered years.

3. Voting members and alternates shall be elected by a vote of the undergraduate student body from a panel of nominees selected by the College Body Committee.

4. No voting member of the SJB shall serve concurrently on the College Body Committee, the University Senate, or the Student Rights Review Board.

5. The faculty advisory members of the SJB shall be selected, one in the spring of each year, according to procedures established by the Advisory Committee. No faculty advisory member of the SJB shall serve concurrently on the SAC.

6. The administrative advisory member of the SJB shall be designated by the President. This member may be the Dean of the College but shall not be a class dean or other administrator with a primary responsibility for student counseling.

7. No advisory member of the SJB shall sit on the appeal of any case in which he participated at an earlier stage.

D. *Officers*

1. At the first meeting of the SJB in the fall the voting members shall elect a chairperson, who will normally serve in the second year of his term, and a secretary.

2. The chairperson shall receive complaints forwarded by the clerk and shall schedule them for mediation or judicial hearings, as appropriate. The secretary shall maintain records in a form approved by the Dean and the SAC and shall handle correspondence for the Board. The officers may request administrative support in the performance of their duties from the office of the administrative advisory member of the Board.

E. *Procedure*

1. In order to permit the expeditious handling of cases in which mediation is feasible and of minor judicial matters, the Board may, with the approval of the SAC, develop simplified procedures and may delegate the responsibilities for mediation or adjudication to one or more of its members.

2. On matters which are deemed to be major cases, according to criteria approved by the SAC, the Board shall meet *en banc* with five voting members present and at least two advisory members, including the administrative advisory member.

3. Alternate voting members may be present at any meeting of the Board and should be present at at least half of the meetings en banc.

4. Any voting member who feels partial in a given case shall disqualify himself or herself and shall be replaced by an alternate member.

5. Decisions as to guilt or innocence and the determination of sanctions shall be

by majority vote of the five voting members.

6. All judicial hearings shall be conducted in accordance with the standards of due process defined in the Statement on Student Rights. (It should be noted that elaborate due process is not necessary in minor cases which do not carry the potential for severe sanctions.)

7. Non-voting advisory members shall have full voice, but not vote, in all judicial deliberations.

8. Sanctions employed by the Board shall be drawn from a list of established sanctions approved in advance by the Dean and the SAC.

9. The Board shall inform the Dean of the sanction it deems appropriate in a given case, and the Dean shall implement the decision in the name of the University.

10. The Board shall maintain records in a manner approved by the Dean and the SAC and shall adhere to such other procedures as they may, from time to time, establish.

11. Except as approved by the Dean and the SAC, all members of the Board shall have an absolute obligation to treat as confidential all proceedings and decisions of the Board.

Section III: Rights Review Board

A. *Composition and Tenure*

1. The Rights Review Board (RRB) shall consist of two administrators and two faculty members, with two student advisory members.

B. *Responsibilities and Jurisdiction*

1. The RRB shall be a non-judicial panel of inquiry easily available to any student who believes that an administrative action or decision has violated his or her rights as established in the Statement of Student Rights, or to any other community member who wishes to subject an issue to mediation.

2. The RRB shall have the task of receiving complaints and of attempting to resolve them through discussion or mediation or by suggesting appropriate solutions to the parties involved.

3. In individual cases which cannot discreetly be resolved at the primary level, the Panel shall file a strictly confidential report to the President suggesting further action as deemed appropriate.

4. Whenever the RRB believes that there is a need for a significant change of university policy in a given area, it shall file a report, separate and distinct from its recommendation in any individual case, to the President and to the SAC.

5. The RRB may require the cooperation of any member of the University community in furnishing information needed for its investigation of an apparent conflict or for its examination of a policy or procedure.

6. In the spring of each year, the RRB shall file a general report to the community on the nature and volume of cases encountered during the year and the manner in which they have been resolved, and shall offer any general recommendations growing out of the year's experience.

7. With the approval of the FCRR, a faculty member against whom a complaint has been filed may ask that the complaint be heard through the RRB process rather than through the traditional grievance process, so long as the other person agrees.

In such a case there shall be no communication of conclusions to anyone other than the persons directly involved. (If the RRB is not satisfied that the matter has been appropriately resolved, it may refer the file to the FCRR for traditional handling.)

C. *Selection*

1. In the spring of each year one sophomore from a panel of nominees selected by the College Body Committee shall be elected by vote of the undergraduate student body to advisory membership on the RRB.

2. In the spring of each year one faculty member shall be selected to serve on the RRB according to procedures established by the Advisory Committee.

3. The administrative member of the RRB shall be appointed by the President.

D. *Procedure*

1. The RRB shall establish such minimal procedures as it finds useful and necessary for its task. As the RRB functions as a panel of inquiry and as an ombudsman, there is no need for formal due process, and the first concern of the Panel shall be to ensure its ready availability to consider student complaints.

2. The RRB may wish to consider establishing abbreviated procedures in order to resolve minor issues as speedily as possible. In the case of a serious dispute, however, and when a formal report to the President is required, the Panel is expected to sit en banc.

Section IV: Office of the Community Advocate and Counselor, and the Clerk

A. *The Advocate*

1. The Community Advocate shall be an individual designated by the President, with the advice and consent of the SAC, for a part-time administrative assignment.

2. The Advocate shall be available to advise and assist individual complainants in the preparation of cases which they may wish to bring before the SJB.

B. *The Counselor*

1. The Community Counselor shall be an individual designated by the President with the advice and consent of the SAC for the purpose of guaranteeing adversarial balance in any adjudicatory hearing before the SJB.

2. In this capacity the Counselor shall be available to all students accused of a violation of the Code of Non-Academic Conduct to advise them of their rights and, if requested, to accompany them in any adjudicatory hearing. (A student has the right to be accompanied by any advisor of his choice, and he need not select the Counselor if he has another preference.)

C. *The Clerk*

1. The Clerk for the system shall take a formal statement from any member of the community wishing to file a complaint and, under procedures to be established by the SAC, may gather additional statements from others including the person against whom the complaint was filed. The Clerk shall exercise no discretionary powers, however, prior to forwarding the file to the chairperson of the SJB or the RRB, or to such other office as has been clearly identified by the administration and the FCRR as the appropriate point for raising questions concerning faculty members.

2. The Clerk shall be completely dissociated from the Advocate and the Counselor.

3. Honor Board procedures are not affected by the establishment of the Clerk's office.

Section V: Additional Procedures

A. *Cross-Complaints*

When simultaneous cross-complaints are filed with the SJB and the RRB, a mediating panel, including at least one member of the RRB and one voting member of the SJB, who may be an alternate, shall attempt to resolve the case. If mediation fails, the case shall be heard by an extraordinary joint session of both boards meeting en banc. Any determination of responsibility shall be made in joint session, but thereafter the two boards shall meet separately for the purpose of formulating their respective recommendations.

B. *Internal Injunctions*

One special power which may be exercised by either the SJB or the RRB shall be to determine the point at which free expression by one individual or group crosses the line of tolerability and becomes an invasion of the rights of other individuals. This critical judgment must always be exercised in determining when verbal physical expression can reasonably be considered harassment or disruption. Immediately upon receipt of a complaint that harassment or disruption is in process or imminent, thereby threatening to deprive an individual of his rights, the appropriate Board shall convene to consider the matter. In such a case either board shall be authorized to deliver a statement to the person or persons whose conduct is in question, specifying the conduct which, if continued, would constitute an invasion of the individual rights of others. This warning shall contain an explicit and reasonable time-limit for compliance and shall carry the force of an internal injunction which shall remain in effect until superseded by decision of the President in consultation with the SAC. Violation of the injunction shall be cause for immediate disciplinary action before the appropriate body.

C. *Major Revisions*

Acting in consultation with the SAC, the President may approve changes to structures, standards, procedures and responsibilities relating to the SJB and the RRB, but if at some point in the future extensive changes appear warranted, the President and the SAC may jointly consider establishment of a mechanism for broadly eliciting opinion and advice from the community.

Part II. THE CODE OF NON-ACADEMIC CONDUCT

Section 1: Regulations

Part Two of the report of the University Conference contains a list of regulations, a classification of violations in terms of their gravity, and explanation of the sanctions available to the Student Judiciary Board.

The Code of Non-Academic Conduct has been drafted in light of the following passage excerpted from the Joint Statement on Rights and Freedoms of Students.

> The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission and its community life. These general behavioral expectations and the resultant specific regulations should represent a reasonable regulation of student conduct, but the student should be as

free as possible from imposed limitations that have no direct relevance to his education. Offenses should be as clearly defined as possible and interpreted in a manner consistent with the aforementioned principles of relevancy and reasonableness. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available body of institutional regulations.

Obviously no Code could anticipate every form of conduct detrimental to the University. Each member of the University faculty, therefore, is expected to pay close attention to the joint Statement on Student Rights and Freedoms, and to remember that a reasonable, considerate, and courteous attitude toward all others in the community is the best guideline and the best goal.

As a point of information, it should be mentioned that *all* members of the University community are expected to adhere to these regulations while on campus or engaged in University activities. The AAUP "Statement on Professional Ethics" states that "as a member of his community, the professor has the rights and obligations of any citizen" and moreover, that . . . "he observes the stated regulations of the institution, provided that they do not contravene academic freedom . . ." (*AAUP Policy Documents and Reports, 1973 Edition*, p. 60)

1. *Privacy and Tranquility*—The intentional infringement upon the right to privacy of any member of the community is prohibited. The persistent interruption of a reasonable level of peace and quiet is also a violation.

2. *Harassment and Abuse*—The following forms of conduct are prohibited: personal harassment, verbal abuse, the use of threat of physical violence, and physical or non-physical coercion.

Note: University members who believe themselves threatened with continuing harassment or abuse should file a complaint with the clerk requesting that the appropriate hearing board enjoin the offensive conduct through the process described in Part I, Section V, Paragraph B.

3. *Property*—The unauthorized use, or the abuse, destruction or theft of property of the University or of any of its members is prohibited. This regulation covers the unauthorized appropriation or "borrowing" of common property for personal use.

4. *False Information*—Knowingly furnishing false information to a University officer or member of any hearing Board, acting in performance of their duties, is prohibited, as is the faliure to provide University personnel with adequate identification upon request.

5. *Misuse of Documents*—Forgery, alteration, or the unauthorized possession or use of University documents, records, or instruments of identification is prohibited.

6. *Tampering with Locks and Duplication of Keys*—Tampering with locks in University buildings, unauthorized possession or use of University keys, and alteration or duplication of University keys are prohibited.

Note: The Housing Office will attempt to accommodate, on a restricted basis, students who under rare circumstances may desire duplicate keys to allow the shared use of a facility. Possession of a duplicate key without prior authorization is a violation, however.

7. *Fire Protection Systems and Fire Hazards*—Tampering with fire extinguishers, fire alarm boxes, or smoke or heat detectors anywhere on University property is prohibited.

The following are considered fire hazards and are prohibited within any University owned or operated facility. In general they also constitute violations of the State Fire Code.

a. Storage of a motor-driven vehicle of any kind—with the exception of a motor-driven wheelchair.

b. The use of kerosene lamps, canned heat (sterno), charcoal grills, and other open-flame devices except in areas such as kitchens or laboratories which are specifically designated for their use. Likewise, the negligent use of candles and inflammable decorations.

8. *Parking*—In areas marked "tow zone", and on all sidewalks, lawns, terraces, breezeways, loading areas, parking is prohibited.

In addition to the tow zones, there are also restricted areas (University parking lots) where unauthorized parking (parking without the specific prior authorization of the Security Office) is prohibited, and persons violating this regulation may expect to receive a University parking ticket. (A repeat violator may expect that his vehicle will be towed away at his expense.)

Note: Whenever possible the Security Office will try to accommodate the needs of students or others for a special short-term parking authorization for such purposes as moving personal effects. Persons in need of a short-term authorization for a University lot to which they would not normally be assigned, should contact the Security Office.

9. *Pets*. The experience with pets on the Wesleyan campus in recent years has had a number of unfortunate aspects: bites, scares, allergy reactions, unsanitary conditions, property damage, and unacceptable working conditions for custodial personnel. For this reason, as well as for kindness to the animals themselves, the Administration and the Student Affairs Committee strongly discourage students from bringing pets to campus.

Students living in University dwellings designated as 'residence halls' must register any uncaged pets with the University within 48 hours of the pet's arrival on campus. Registration forms are available at the Security office. There is a $10 registration fee. In addition all students are expected to register their pets with the city and to comply with state pet regulations.

Owners and keepers of pets are held responsible for the actions of their pets and for insuring that the pets are not a nuisance. Pets are not permitted in such University facilities as classrooms, libraries, laboratories, studios, sports facilities, food service areas, administrative spaces, hallways, and public meeting areas. Faculty members, staff, and administrators are asked to keep pets out of their offices as well.

When in outdoor public areas on campus, pets must be leashed at all times and the owner or keeper must be present. The Security office has been instructed to pick up unregistered or unattended pets and to turn them over to the local dog warden.

A set fine of $25 will be charged if a pet is not registered by the above mentioned deadline. To deal with this and other infractions of pet regulations, the Student Judiciary Board has been advised to employ simplified procedures which do not necessitate formal hearings. Sanctions will include monetary fines and curtailment of the privilege of maintaining pets on campus. Sanctions for failure to comply with any of the other regulations will be handled through simplified procedures.

10. *Disruptions*—The following "ground rules" for political freedom on campus are excerpted from the booklet Academic Fredom and Civil Liberties of Students in Colleges and Universities, published by the American Civil Liberties Union in 1970.

Ground Rules. Picketing, demonstrations, sit-ins, or student strikes, provided they are conducted in an orderly and non-obstructive manner, are a legitimate mode of expression, whether politically motivated or directed against the college administration, and should not be prohibited. Demonstrators, however, have no right to deprive others of the opportunity to speak or be heard; take hostages; physically obstruct the movement of others; or otherwise disrupt the educational or institutional processes in a way that interferes with the safety or freedom of others.

Students should be free, and no special permission be required, to distribute pamphlets or collect names for petitions concerned with campus or off-campus issues.

Note: University members who believe that activities of other members threaten to come in conflict with this regulation should file a complaint with the clerk requesting that the appropriate hearing board enjoin the offensive conduct through the process described in Part I, Section V, Paragraph B.

11. *Drugs*—The use, distribution, or sale of any harmful drug, hallucinogen or narcotic is prohibited. The sale or transfer of any illegal drug or substance to non-University members is deemed especially serious.

12. *Explosive, Ammunition, Incendiary Devices*—Personal possession, storage, or use of firecrackers, fire works, fire bombs, smoke bombs, blasting caps, ammunition, or any other explosive or incendiary devices is prohibited anywhere on the Wesleyan campus, or while one is engaged in any University-connected activity. Ammunition for use in sporting activities must be stored in the Security Office.

13. *Lethal Weapons*—Personal possession or personal storage of operable firearms, air guns, or other lethal weapons is prohibited anywhere on the Wesleyan campus or while one is engaged in University activities. Students wishing to maintain firearms for hunting or target shooting in the Middletown area must notify the Security Offce prior to bringing the weapon to Middletown, and must immediately upon their arrival deposit the weapon at the Security Office for storage. A student may check out a weapon for sporting activity immediately prior to his departure for that activity, and must return it to the office immediately upon his return from the activity.

14. *Departmental Regulations*—Members of the community are expected to abide by duly established and promulgated non-academic regulations. Note: This is intended to cover the operating regulations of academic or non-academic offices, laboratories, and departments.

ADDENDA

1. *Standards of Procedure in Disciplinary Proceedings*—The Student Judiciary Board has full discretion to determine any appropriate sanction from among those approved by the Student Affairs Committee. In serious cases where a violation will generally result in suspension or expulsion (e.g. possession of lethal weapons, use of physical violence, use of physical coercion, the transfer of drugs or illegal substances to non-University members), a formal hearing, with procedural safeguards as set forth in the Joint Statement on Student Rights and Freedoms, is required.

Where suspension or disciplinary probation may result from the commission of significant violations (for example: threats of violence, nonphysical coercion, theft, unauthorized use of property, substantial violations of fire regulations, the transfer of harmful drugs, infringement upon rights of free speech and assembly), a formal hearing is required.

Minor matters such as the violation of fire, parking, and motor vehicle regulations, routine and unintentional infringement of the right of privacy and tranquility, petty and isolated instances of the use of abusive language, and in general, all matters considered by the Student Judiciary Board to be susceptible of mediation, may be handled by such simplified procedures as the Student Affairs Committee may approve.

2. *Off-Campus Criminal Violations*—A student charged with an off-campus criminal violation is not automatically subject to University disciplinary procedures. Rather the question of whether or not to initiate University disciplinary action depends on whether the incident which led to the arrest also harmed a distinct interest of the University. In the case of civil arrests or convictions, therefore, the University is faced with the necessity of developing sufficient information to determine whether and in what manner the interests of the University community have been harmed. If it is determined that such harm has taken place, the information will be presented to the Board as the basis for disciplinary action.

3. *Complaints on Behalf of Employees, Guests, and Neighbors*—When violations of the Code of Non-academic Conduct harm salaried employees or University guests, or neighbors, a complaint may be filed by the University.

4. *Departmental Regulations*—The Student Affairs Committee has standing responsibility for reviewing, commenting upon, and approving the various non-academic departmental regulations drafted to meet the special requirements of academic and non-academic departments.

Section II: Sanctions

The following principles have governed the development of the sanctions available to the Student Judiciary Board.

1. The University should have a range of sanctions of graduated severity to deal with offenses of varying seriousness.

2. The list of sanctions to be drawn on should be spelled out in advance and approved by the SAC, and changes should be approved by the SAC. Sanctions should be unambiguous in meaning, and the consequences which follow from a given sanction should be clear. Sanctions currently available are listed in paragraphs 4, 5 and 6 below.

3. Insofar as possible, sanctions should "fit" offenses in a common-sense manner. This means that the judiciary may want to draw on a variety of sanctions which not only allow a range of responses from mild to severe, but which include responses which speak rather directly to particular types of problems.

4. In cases of damage to property of individuals or of the University, the Board, as a part of its recommendation to the President or his designate, should normally require full restitution or any reasonable expenses for repair. In cases of personal injury, the Board may require full payment of medical expenses.

5. The Board may recommend restriction of individual access to specific University facilities such as housing, limitation of individual participaton in specific University activities or curtailment of privileges, such as pet ownership, which would normally be enjoyed by a student, so long as these restrictions are directly relevant to a violation found to have occurred.

6. In addition to recommending that restitution of damages be required or that relevant University privileges be restricted, the Board may recommend the imposition of one of the following sanctions:

(a) *A written disciplinary warning* with a copy maintained in the individual's file until graduation when it will be destroyed.

(b) *Disciplinary probation* for a period to be established by the Board implying that the individual's standing within the University is in jeopardy and that further negligent or willful violations will normally result in suspension or expulsion.

(c) *Suspension* for a period to be determined by the judiciary, but in no event less than the remaining portion of the semester, or more than one full academic year. (Reapplication is not required following a term of suspension.)

(d) *Expulsion*—An individual wishing to resume studies after having been expelled must reapply for admission to the University.

7. Repeat Violations—In the case of repeated violations or violation in deliberate disregard of a specific warning, a student will be subject to more serious sanctions than would otherwise be the case. A prior disciplinary record is never relevant in determining the facts of an incident, but once the facts have been established, it may be relevant in determining the appropriate sanction.

RIGHTS AND RESPONSIBILITIES

Faculty Statement of June 5, 1969

Wesleyan University subscribes to the "Statement of Principles: Academic Freedom and Tenure" (1940) and the "Joint Statement on Rights and Freedoms of Students" (1967), issued by the American Association of University Professors *(see below)*.

Wesleyan, moreover, regards the proposition in the latter document that "the facilities and services of a college should be open to all of its enrolled students" as vital to its being and preeminently applicable to its academic courses and programs.

This assertion is not meant to trench on the prerogative of an instructor to set academically relevant criteria of eligibility for the courses which he offers, or to determine which students have met them. No course or program shall be eligible for academic credit, however, unless access thereto conforms with the aforesaid principle.

Any member of the University who feels that a violation of this principle has taken place shall have the right of appeal to the Rights Review Board or the Faculty Committee on Rights and Responsibilities as appropriate. (See *Standards and Procedures for Regulating Non-Academic Conduct*, p. 26 *supra*.)

Academic Freedom and Tenure: 1940 Statement of Principles

"The purpose of this statement is to promote public understanding and support of academic freedom and tenure and agreement upon procedure to assure them in colleges and universities. Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition.

"Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

"Tenure is a means to certain ends; specifically: (1) Freedom of teaching and research and of extramural activities, and (2) a sufficient degree of economic security to make the profession attractive to men and women of ability. Freedom and economic security, hence tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society.

ACADEMIC FREEDOM

(a) The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

(b) The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

(c) The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman.

ACADEMIC TENURE

(a) After the expiration of a probationary period, teachers or investigators should have permanent or continuous tenure, and their service should be terminated only for adequate cause, except in the case of retirement for age, or under extraordinary circumstances because of financial exigencies.

In the interpretation of this principle it is understood that the following represents acceptable academic practice:

(1) The precise terms and conditions of every appointment should be stated in writing and be in the possession of both institution and teacher before the appointment is consummated.

(2) Beginning with appointment to the rank of fulltime instructor or a higher rank, the probationary period should not exceed seven years, including within this period full-time service in all institutions of higher education; but subject to the proviso that when, after a term of probationary service of more than three years in one or more institutions, a teacher is called to another institution it may be agreed in writing that his new appointment is for a probationary period of not more than four years, even though thereby the person's total probationary period in the academic profession is extended beyond the normal maximum of seven years. Notice should be given at least one year prior to the expiration period if the teacher is not to be continued in service after the expiration of that period.

(3) During the probationary period a teacher should have the academic freedom that all other members of the faculty have.

(4) Termination for cause of a continuous appointment, or the dismissal for cause of a teacher previous to the expiration of a term appointment, should, if possible, be considered by both a faculty committee and the governing board of the institution. In all cases where the facts are in dispute, the accused teacher should be informed before the hearing in writing of the charges against him and should have the opportunity to be heard in his own defense by all bodies that pass judgment upon his case. He should be permitted to have with him an adviser of his own choosing who may act as counsel. There should be a full stenographic record of the hearing available to the parties concerned. In the hearing of charges of incompetence the testimony should include that of teachers and other scholars, either from his own or from other institutions. Teachers on continuous appointment who are dismissed for reasons not involving moral turpitude should receive their salaries for at least a year from the date of notification of dismissal whether or not they are continued in their duties at the institution.

(5) Termination of a continuous appointment because of financial exigency should be demonstrably bona fide.

INTERPRETATIONS

"At the conference of representatives of the American Association of University Professors and of the Association of American Colleges on November 7-8, 1940, the

following interpretations of the 1940 Statement of Principles on Academic Freedom and Tenure were agreed upon:

1. That its operation should not be retroactive.

2. That all tenure claims of teachers appointed prior to the endorsement should be determined in accordance with the principles set forth in the 1925 Conference Statement on Academic Freedom and Tenure.

3. If the administration of a college or university feels that a teacher has not observed the admonitions of Paragraph (c) of the section on *Academic Freedom* and believes that the extramural utterances of the teacher have been such as to raise grave doubts concerning his fitness for his position, it may proceed to file charges under Paragraph (a) (4) of the section on *Academic Tenure*. In pressing such charges the administration should remember that teachers are citizens and should be accorded the freedom of citizens. In such cases the administration must assume full responsibility and the American Association of University Professors and the Association of American Colleges are free to make an investigation."

Notice of Nonreappointment

The following stipulation in the "Interpretive Comments" to the "1940 Statement of Principles on Academic Freedom and Tenure" was endorsed by the American Association of University Professors in April 1970:

"Notice of nonreappointment, or of intention not to recommend reappointment to the governing board, should be given in writing in accordance with the following standards:

(1) Not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.

(2) Not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.

(3) At least twelve months before the expiration of an appointment after two or more years in the institution."

Rights and Freedoms of Students

In recent years Wesleyan University has operated under two separate statements of student rights which are concurrent and to some degree overlapping. These are the "Joint Statement on Rights and Freedoms of Students" subscribed to by the Faculty on June 5, 1969, and the portion of its former University Code headed "Responsibilities of the University to its Members." Both statements, which are published below, remain in effect.

Joint Statement on Rights and Freedoms of Students (1967)

PREAMBLE

"Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential

to any community of scholars.

"Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility.

"The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Each college and university has a duty to develop policies and procedures which provide and safeguard this freedom. Such policies and procedures should be developed at each institution within the framework of general standards and with the broadest possible participation of the members of the academic community. The purpose of this statement is to enumerate the essential provisions for student freedom to learn.

I. FREEDOM OF ACCESS TO HIGHER EDUCATION

"The admissions policies of each college and university are a matter of institutional choice provided that each college and university makes clear the characteristics and expectations of students which it considers relevant to success in the institution's program. While church-related institutions may give admission preference to students of their own persuasion, such a preference should be clearly and publicly stated. Under no circumstances should a student be barred from admission to a particular institution on the basis of race. Thus, within the limits of its facilities, each college and university should be open to all students who are qualified according to its admission standards. The facilities and services of a college should be open to all of its enrolled students, and institutions should use their influence to secure equal access for all students to public facilities in the local community.

II. IN THE CLASSROOM

"The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

A. Protection of Freedom of Expression

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

B. Protection against Improper Academic Evaluation

Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

C. Protection against Improper Disclosure

Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisers, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

III. STUDENT RECORDS

"Institutions should have a carefully considered policy as to the information which should be part of a student's permanent educational record and as to the conditions of its disclosure. To minimize the risk of improper disclosure, academic and disci-

plinary records should be separate, and the conditions of access to each should be set forth in an explicit policy statement. Transcripts of academic records should contain only information about academic status. Information from disciplinary or counseling files should not be available to unauthorized persons on campus, or to any person off campus without the express consent of the student involved except under legal compulsion or in cases where the safety of persons or property is involved. No records should be kept which reflect the political activities or beliefs of students. Provisions should also be made for periodic routine destruction of noncurrent disciplinary records. Administrative staff and faculty members should respect confidential information about students which they acquire in the course of their work.

IV. STUDENT AFFAIRS

"In student affairs, certain standards must be maintained if the freedom of students is to be preserved.

A. Freedom of Association

"Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They should be free to organize and join associations to promote their common interests.

1. The membership, policies, and actions of a student organization usually will be determined by vote of only those persons who hold bona fide membership in the college or university community.

2. Affiliation with an extramural organization should not of itself disqualify a student organization from institutional recognition.

3. If campus advisers are required each organization should be free to choose its own adviser, and institutional recognition should not be withheld or withdrawn solely because of the inability of a student organization to secure an adviser. Campus advisers may advise organizations in the exercise of responsibility, but they should not have the authority to control the policy of such organizations.

4. Student organizations may be required to submit a statement of purpose, criteria for membership, rules of procedures, and a current list of officers. They should not be required to submit a membership list as a condition of institutional recognition.

5. Campus organizations, including those affiliated with an extramural organization, should be open to all students without respect to race, creed, or national origin, except for religious qualifications which may be required by organizations whose aims are primarily sectarian.

B. Freedom of Inquiry and Expression

1. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately. They should always be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonsrations students or student organizations speak only for themselves.

2. Students should be allowed to invite and to hear any person of their own choosing. Those routine procedures required by an institution before a guest speaker is invited to appear on campus should be designed only to insure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities should not be used as a device of censorship. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

C. Student Participation in Institutional Government

"As constituents of the academic community, students should be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of the student government and both its general and specific responsibilities should be made explicit, and the actions of the student government within the areas of its jurisdiction should be reviewed only through orderly and prescribed procedures.

D. Student Publications

"Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulaing student opinion on various issues on the campus and in the world at large.

"Whenever possible the student newspaper should be an independent corporation financially and legally separate from the university. Where financial and legal autonomy is not possible, the institution, as the publisher of student publications, may have to bear the legal responsibility for the contents of the publications. In the delegation of editorial responsibility to students the institution must provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.

"Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of he student publications, the standards to be used in their evaluation, and the limitations on external control of their operation. A the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. As safeguards for the editorial freedom of student publications the following provisions are necessary.

1. The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage.

2. Editors and managers of student publications should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal and then by orderly and prescribed procedures. The agency responsible for the appointment of editors and managers should be the agency responsible for their removal.

3. All university published and financed publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the college, university, or student body.

V. OFF-CAMPUS FREEDOM OF STUDENTS

A. Exercise of Rights of Citizenship

"College and university students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and the right of petition that other citizens enjoy and, as members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership. Faculty members and administrative officials should insure

that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus.

B. Institutional Authority and Civil Penalties

"Activities of students may upon occasion result in violation of law. In such cases, institutional officials should be prepared to apprise students of sources of legal counsel and may offer other assistance. Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority should never be used merely to duplicate the function of general laws. Only where the institution's interests as an academic community are distinct and clearly involved should the special authority of the institution be asserted. The student who incidentally violates institutional regulations in the course of his off-campus activity, such as those relating to class attendance, should be subject to no greater penalty than would normally be imposed. Institutional action should be independent of community pressure.

VI. PROCEDURAL STANDARDS IN DISCIPLINARY PROCEEDINGS

"In developing responsible student conduct, disciplinary proceedings play a role substantially secondary to example, counseling, guidance, and admonition. At the same time, educational institutions have a duty and the corollary disciplinary powers to protect their educational purpose through the setting of standards of scholarship and conduct for the students who attend them and through the regulation of the use of institutional facilities. In the exceptional circumsances when the preferred means fail to resolve problems of student conduct, proper procedural safeguards should be observed to protect the student from the unfair imposition of serious penalties.

"The administration of discipline should guarantee procedural fairness to an accused student. Practices in disciplinary cases may vary in formality with the gravity of the offense and the sanctions which may be applied. They should also take into account the presence or absence of an honor code, and the degree to which the institutional officials have direct acquaintance with student life, in general, and with the involved student and the circumstances of the case in particular. The jurisdictions of faculty or student judicial bodies, the disciplinary responsibilities of institutional officials and the regular disciplinary procedures, including the student's right to appeal a decision, should be clearly formulated and communicated in advance. Minor penalties may be assessed informally under prescribed procedures.

"In all situations, procedural fair play requires that the student be informed of the nature of the charges against him, that he be given a fair opportunity to refute them, that the institution not be arbitrary in its actions, and that there be provision for appeal of a decision. The following are recommended as proper safeguards in such proceedings when there are no honor codes offering comparable guarantees.

A. Standards of Conduct Expected of Students

"The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission and its community life. These general behavioral expectations and the resultant specific regulations should represent a reasonable regulation of student conduct, but the student should be as free as possible from imposed limitations that have no direct relevance to his education. Offenses should be as clearly defined as possible and interpreted in a manner consistent with the aforementioned principles of relevancy and reasonableness. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available body of institutional regulations.

B. Investigation of Student Control

1. Except under extreme emergency circumstances, premises occupied by students and the personal possessions of students should not be searched unless appropriate authorization has been obtained. For premises such as residence halls controlled by the institution, an appropriate and responsible authority should be designated to whom application should be made before a search is conducted. The application should specify the reasons for the search and the objects or information sought. The student should be present, if possible, during the search. For premises not controlled by the institution, the ordinary requirements for lawful search should be followed.

2. Students detected or arrested in the course of serious violations of institutional regulations, or infractions of ordinary laws, should be informed of their rights. No form of harassment should be used by institutional representatives to coerce admissions of guilt or information about conduct of other suspected persons.

C. Status of Student Pending Final Action

"Pending action on the charges, the status of a student should not be altered, or his right to be present on the campus and to attend classes suspended, except for reasons relating to his physical or emotional safety and well-being, or for reasons relating to the safety and well-being of students, faculty, or university property.

D. Hearing Committee Procedures

"When the misconduct may result in serious penalties and if the student questions the fairness of disciplinary action taken against him, he should be granted, on request, the privilege of a hearing before a regularly constituted hearing committee. The following suggested hearing committee procedures satisfy the requirements of procedural due process in situations requiring a high degree of formality.

1. The hearing committee should include faculty members or students, or, if regularly included or requested by the accused, both faculty and student members. No member of the hearing committee who is otherwise interested in the particular case should sit in judgment during the proceeding.

2. The student should be informed, in writing, of the reasons for the proposed disciplinary action with sufficient particularity, and in sufficient time, to insure opportunity to prepare for the hearing.

3. The student appearing before the hearing committee should have the right to be assisted in his defense by an adviser of his choice.

4. The burden of proof should rest upon the officials bringing the charge.

5. The student should be given an opportunity to testify and to present evidence and witnesses. He should have an opportunity to hear and question adverse witnesses. In no case should the committee consider statements against him unless he has been advised of their content and of the names of those who made them, and unless he has been given an opportunity to rebut unfavorable inferences which might otherwise be drawn.

6. All matters upon which the decision may be based must be introduced into evidence at the proceeding before the hearing committee. The decision should be based solely upon such matters. Improperly acquired evidence should not be admitted.

7. In the absence of a transcript, there should be both a digest and a verbatim record, such as a tape recording, of the hearing.

8. The decision of the hearing committee should be final, subject only to the student's right of appeal to the president or ultimately to the governing board of the institution."

Responsibilities of the University to Its Members

It is the responsibility of every member of the University to respect the rights and privileges of all others in the University, including those enumerated in the Joint Statement on Rights and Freedoms and the following taken from the University Code:

1. Freedom of assembly, speech, belief, and the right of petition, including the right of petition to the appropriate University authority, in the event of an academic evaluation or classroom situation considered by the petitioner to be prejudiced or untenable.

2. The right of privacy in University residence halls. The living quarters of members of the University are private, and without an invitation from the occupant may not be entered unless an emergency arises involving the health or safety of the occupant; or for the enforcement of health or safety regulations; or in the event of a suspected violation of a University regulation, upon receiving permission from the appropriate body; or, if for any other reason, upon 24 hours' notice to the occupant. Where two or more individuals occupy the same living quarters, permission to enter from one occupant does not permit the entering person to assume that he has entered the quarters of anyone except the person who extended an invitation. This provision does not restrict entrance by custodial personnel at scheduled intervals.

3. The right to expect that communication between a student and a member of the University staff or faculty with whom the student has had a counseling relationship is confidential and without the consent of the student may be disclosed by the counselor only when the health or safety of an individual is jeopardized. In such an instance disclosure will be made only to individuals in a position to assist the counselor or alleviate the danger. Such information will not constitute a basis for disciplinary action or be introduced as evidence before the University Judiciary.

4. The right to enter into physician-patient or similar relationships with medical and other professional personnel of the University with the understanding and assurance that confidence will be maintained in accordance with the ethical standards of the professions.

5. The right to confidentiality of disciplinary records, which may be released to other than appropriate University personnel only upon permission of the student.

6. The right to abstain from performing acts and the right to be protected against actions which may be harmful to the health or emotional stability of the individual or which degrade the individual or infringe upon his personal dignity.

> *Note:* This language is interpreted by the University Conference to be directed at all forms of personal harassment, including the use or threat of physical violence, and physical or non-physical coercion.

7. The right to be protected by standards of justice and fairness in any proceeding within the University in accordance with both the letter and spirit of the standards of "due process" set forth in the Constitution.

> Note: Fair and reasonable treatment should govern the access to and administration of all University facilities and programs.

Conflicts of Interest

Wesleyan University endorses the attached statement of The Council of the American Association of University Professors and The American Council on Education, entitled "On Preventing Conflicts of Interest in Government-Sponsored Research at Universities."

Pursuant to this endorsement and the request of the American Council on Education, the University expects all staff members to report in writing to the Provost all arrangements for outside research and consulting activities. Mr. Holman Lee, Associate Director for Research within the Development Office, will be happy to advise you on questions relating to conflicts of interest.

ON PREVENTING CONFLICTS OF INTEREST

IN GOVERNMENT-SPONSORED RESEARCH AT UNIVERSITIES

A Joint Statement of
The Council of the American Association of University Professors
and
The American Council on Education

The increasingly necessary and complex relationships among universities, Government, and industry call for more intensive attention to standards of procedure and conduct in Goverment-sponsored research. The clarification and application of such standards must be designed to serve the purposes and needs of the projects and the public interest involved in them and to protect the integrity of the cooperating institutions as agencies of higher education.

The Government and institutions of higher education, as the contracting parties, have an obligation to see that adequate standards and procedures are developed and applied; to inform one another of their respective requirements; and to assure that all individuals participating in their respective behalfs are informed of and apply the standards and procedures that are so developed.

Consulting relationships between university staff members and industry serve the interests of research and education in the university. Likewise, the transfer of technical knowledge and skill from the university to industry contributes to technological advance. Such relationships are desirable, but certain potential hazards should be recognized.

A. Conflict Situations

1. Favoring of outside interests. When a university staff member (administrator, faculty member, professional staff member, or employee) undertaking or engaging in Government-sponsored work has a significant financial interest in, or a consulting arrangement with, a private business concern, it is important to avoid actual or apparent conflicts of interest between his Government-sponsored university research obligations and his outside interests and other obligations. Situations in or from which conflicts of interest may arise are the:

a. Undertaking or orientation of the staff member's university research to serve the research or other needs of the private firm without disclosure of such undertaking or orientation to the university and to the sponsoring agency;

b. Purchase of major equipment, instruments, materials, or other items for university research from the private firm in which the staff member has the interest without disclosure of such interest;

c. Transmission to the private firm or other use for personal gain of Government-sponsored work products, results, materials, records, or infomation that are not

made generally available. (This would not necessarily preclude appropriate licensing arrangements for inventions, or consulting on the basis of Government-sponsored research results where there is significant additional work by the staff member independent of his Government-sponsored research);

d. Use for personal gain or other unauthorized use of privileged information acquired in connection with the staff member's Government-sponsored activities. (The term "privileged information" includes, but is not limited to, medical, personnel, or security records of individuals; anticipated material requirements or price actions; possible new sites for Government operations; and knowledge of forthcoming programs or of selection of contractors or subcontractors in advance of official announcements);

e. Negotiation or influence upon the negotiation of contracts relating to the staff member's Government-sponsored research between the university and private organizations with which he has consulting or other significant relationships;

f. Acceptance of gratuities or special favors from private organizations with which the university does or may conduct business in connection with a Government-sponsored research project, or extension of gratuities or special favors to employees of the sponsoring Government agency, under circumstances which might reasonably be interpreted as an attempt to influence the recipients in the conduct of their duties.

2. Distribution of effort. There are competing demands on the energies of a faculty member (for example, research, teaching, committee work, outside consulting). The way in which he divides his effort among these various functions does not raise ethical questions unless the Government agency supporting his research is misled in its understanding of the amount of intellectual effort he is actually devoting to the research in question. A system of precise time accounting is incompatible with the inherent character of the work of a faculty member, since the various functions he performs are closely interrelated and do not conform to any meaningful division of a standard work week. On the other hand, if the research agreement contemplates that a staff member will devote a certain fraction of his effort to the Government-sponsored research, or he agrees to assume responsibility in relation to such research, a demonstrable relationship between the indicated effort or responsibility and the actual extent of his involvement is to be expected. Each university, therefore, should —through joint consultation of administration and faculty—develop procedures to assure that proposals are responsibly made and complied with.

3. Consulting for Government agencies or their contractors. When the staff member engaged in Government-sponsored research also serves as a consultant to a Federal agency, his conduct is subject to the provisions of the Conflict of Interest Statutes (18 U.S.C. 202–209 as amended) and the President's memorandum of May 2, 1963, *Preventing Conflicts of Interest on the Part of Special Government Employees*. When he consults for one or more Government contractors, or prospective contractors, in the same technical field as his research project, care must be taken to avoid giving advice that may be of questionable objectivity because of its possible bearing on his other interests. In undertaking and performing consulting services, he should make full disclosure of such interests to the university and to the contractor insofar as they may appear to relate to the work at the university or for the contractor. Conflict of interest problems could arise, for example, in the participation of a staff member of the university in an evaluation for the Government agency or its contractor of some technical aspect of the work of another organization with which he has a consulting or employment relationship or a significant financial interest, or in an evaluation of a competitor to such other organization.

B. University Responsibility

Each university participating in Government-sponsored research should make known to the sponsoring Government agencies:

1. The steps it is taking to assure an understanding on the part of the university administration and staff members of the possible conflicts of interest or other problems that may develop in the foregoing types of situations, and

2. The organizational and administrative actions it has taken or is taking to avoid such problems, including:

a. Accounting procedures to be used to assure that Government funds are expended for the purposes for which they have been provided, and that all services which are required in return for these funds are supplied;

b. Procedures that enable it to be aware of the outside professional work of staff members participating in Government-sponsored research, if such outside work relates in any way to the Government-sponsored research;

c. The formulation of standards to guide the individual university staff members in governing their conduct in relation to outside interests that might raise questions of conflicts of interest; and

d. The provision within the university of an informed source of advice and guidance to its staff members for advance consultation on questions they wish to raise concerning the problems that may or do develop as a result of their outside financial or consulting interests, as they relate to their participation in Government-sponsored university research. The university may wish to discuss such problems with the contracting officer or other appropriate Government official in those cases that appear to raise questions regarding conflicts of interest.

The above process of disclosure and consultation is the obligation assumed by the university when it accepts Government funds for research. The process must, of course, be carried out in a manner that does not infringe on the legitimate freedoms and flexibility of action of the university and its staff members that have traditionally characterized a university. It is desirable that standards and procedures of the kind discussed be formulated and administered by members of the university community themselves, through their joint initiative and responsibility, for it is they who are the best judges of the conditions which can most effectively stimulate the search for knowledge and preserve the requirements of academic freedom. Experience indicates that such standards and procedures should be developed and specified by joint administrative-faculty action.

ACADEMIC REGULATIONS

Attention is called to the following Academic Regulations which may require an instructor's action. The complete Academic Regulations are contained in the Announcement of Courses.

THE ADVISING SYSTEM

The University will assign each incoming student a faculty member who will serve as academic adviser until the student has chosen a major, normally at the end of the sophomore year. At that time, the student applies to the department, college or program of the prospective major for the assignment of one of its professors as an adviser.

In the Wesleyan system a faculty member and a student, who serves as a resident adviser, form an advising team for the freshmen living on the resident adviser's hall. The resident adviser serves principally as a counsellor, friend and as liaison between the freshmen and the faculty adviser. The primary role of the faculty adviser is to provide counsel for the student in designing a coherent academic program. No adviser will dictate a particular set of courses, but the adviser will expect the student to present a reasoned plan of study. The student's schedule of courses each semester must be approved by the adviser. The advising system is supplemented by a panel of department, college and program experts. The experts serve as consultants on major problems and graduate and professional study.

Summer Study at Other Institutions

A student may obtain credit on his Wesleyan record for courses taken in the summer session of another institution if (1) the courses have been approved in advance by the appropriate department and the Dean and (2) his grades in the courses are B- or better. Normally not more than two credits may be earned during a summer.

INDEPENDENT STUDY

Study during the summer or on an authorized leave of absence. A student may obtain academic credit for certain forms of independent study during a summer or an authorized Leave of Absence. Activities such as independent reading, special work under supervision, educational tours, etc. may earn credit provided that (1) these plans have been approved *in advance* by the appropriate department and the Dean and (2) all requirements, specified by the approving department, in the form of an examination, paper or equivalent assignment, have been satisfied. Normally not more than two credits may be earned for such special work.

Education in the Field. Education in the Field is designed to provide students with supervised employment opportunities (paid or otherwise) of educational value. University course credit may be granted for Education in the Field up to two credits per semester. Education in the Field programs are under the general supervision of the EPC. A departmental program should be discussed with and approved by the EPC, preferably on the basis of a brief written outline of the plan, before it is announced. Such a department program is expected to be supervised by one or more designated members of the Faculty and should include arrangements which provide realiably for the desired field experience. Departments proposing field work should have a plan for monitoring the quality of the field experience. Record keeping on field programs should in general conform to procedures used in standard courses. In particular, prior registration and a final grade or evaluation are responsibilities of the sponsoring department.

Fees for Independent Study. Students engaged in *Independent Study* or enrolled only in *Education in the Field* will pay a per-credit tuition charge equal to one-tenth of the prevailing tuition rate for the semester.

Teaching Apprentice Program

The Teaching Apprentice Program is a special program offering students the opportunity to participate in the teaching of a course. Each apprentice in the program collaborates with a faculty member (who serves as "master teacher") in the teaching of one of the faculty member's courses. At the same time the apprentice is enrolled in an "apprenticeship tutorial" conducted by the master teacher. The tutorials focus in varying degrees on the subject matter of the course and on the teaching activity itself. Apprentices are awarded one course credit for successful completion of the semester tutorial. In 1975–76 an honorarium of $200 per semester will be awarded to those 50 apprentices whose apprenticeship proposals are deemed most worthy.

The program has three main objectives:

1. To provide an opportunity for advanced students to deepen their understanding of a subject and at the same time gain insight into the teaching process.

2. To improve the learning environment in courses designed primarily for freshmen by adding a student-teacher who can bridge the "intellectual gap" between instructors and beginning students.

3. To develop student employment opportunities which make a contribution to educational growth.

The apprentice is viewed as a member of a teaching team rather than as an adjunctive teaching assistant. While the interaction between the teaching apprentice and the master teacher can take many forms, applicants are urged to structure their cooperation so as to stimulate greater participation in the learning activity on the part of students in the course. Normally, the apprentice and master teacher have, in some prior activity, established the sort of intellectual rapport which will promote an effective team relationship.

Development of apprenticeship proposals should be a cooperative effort between master teacher and prospective apprentice. This early interaction is an important ingredient in a successful apprenticeship. Applications should include a description which outlines the teaching role to be played by the apprentice and the work to be done in the apprenticeship tutorial. Applications for the program should be submitted *by faculty members* on behalf of themselves and their apprentices. Proposals should be submitted to the Dean of the College by October 15 for spring semester apprenticeship and by April 15 for fall semester apprenticeships.

TUTORIALS

Individual tutorials, numbered 401-408 and 421-428, are available only to sophomores, juniors and seniors. A tutorial may not be given when a comparable course is available in the same academic year. No student may take more than four individual tutorials at Wesleyan. Tutorial forms must be approved by the chairman of the department of program in which the tutorial is given. By faculty regulation an individual faculty member may offer no more than two tutorials in a given semester.

Tutorial applications should include a concise description of the work to be done, including the number of hours to be devoted to the tutorial, the number of meetings with the tutor, a booklist and a description of the work on which the student's performance will be evaluated.

THE HONORS PROGRAM

Degrees with Honors are awarded on recommendation of the Committee on Honors, which bases its decision on a thesis or other project, supplemented in the case of University Honors by an oral examination.

A student intending to work for a degree with Honors enrolls at the beginning of the senior year in a tutorial with a faculty member. The tutorial is concerned with the production of a thesis upon a topic selected by the student and approved by the tutor. If the thesis is to be creative work in literature, music, or the visual arts, it must be approved also by the chairman of the Committee on Honors.

The tutorial carries course number 409,410 or 421,422 in the department within whose field the topic falls. The tutor determines the grade for each semester of the tutorial and the grade of the thesis.

By mid-October, the student must file at The Honors College the following Statement of Intention: "I intend to be a candidate for Honors with a thesis on (subject) (Student's signature) (Tutor's signature)." Note that the tutor's signature is needed as well as the student's.

By mid-February, the department must file at The Honors College a nomination of the student to be a candidate. A form for the nomination will be sent by the Committee to the student at the end of the first semester. The student should fill out the appropriate part of the form and take it to the tutor for completion and submission to the department.

By early April, the student must file at The Honors College the original and one copy of the thesis. Creative projects which are not adapted to filing must be represented by material that can be filed.

A detailed statement of the method of grading the thesis and awarding Honors is sent to all members of the senior class. Additional copies may be obtained at The Honors College.

Honors in General Scholarship (Latin Honors)

Three grades of Honors in General Scholarship (*Latin Honors*) based upon a student's cumulative record of the scholarship are conferred at graduation. The required averages for students in the regular program are: *cum laude*, 87.0 to 89.9: *magna cum laude*, 90.0 to 92.9; and *summa cum laude*, 93.0 and higher. Members of colleges are awarded such Honors on the nomination of their respective colleges with the confirmation of the Student Affairs Committee.

Students who have spent eight full semesters at Wesleyan or in Wesleyan-sponsored programs must have received letter grades in a minimum of 24 semester courses to be considered for Honors in General Scholarship; for every semester fewer than eight that a given student has been in residence or enrolled in Wesleyan-sponsored programs, the minimum required number of graded courses per semester is reduced by three.

GRADING

A student's academic performance in individual courses at Wesleyan will be graded either by the use of letter grades, A, B, C, D, E, F; or by the designations Credit, Unsatisfactory. At the discretion of the instructor all the students in a course may be restricted to a single grading mode or each student in the course may be allowed to chose between the two modes. Instructors will announce the available grading options at the beginning of each course. In courses where students are permitted to select the grading mode individually, the final choice must be made by the time course

cards are submitted to the Registrar; thereafter no changes in the grading mode will be allowed. Whenever the Credit-Unsatisfactory system is used, faculty members will submit a written evaluation of the student's work in the course to the Registrar.

A student's work in courses using letter grades is evaluated as follows: A, excellent numerical value, 95.0; B, good, 85; C, fair, 75; D, passing but unsatisfactory, 65; E, failure, 55; and F, bad failure, 45. These letter grades may be modified by the use of plus and minus signs. For example, in the A range of grades A+ is assigned a numerical value of 98.3, and A−, 91.7. Corresponding values apply at other grade levels.

The granting of credit in year (&) courses is dependent upon successful completion of *both* semesters of work (except by special permission of the instructor and the department). A student who has failed the first semester of a year (&) course may not continue in the second semester without the permission of the instructor and the Dean. A student who receives grade E (but not F) at midyear in a course running through the year and who is permitted by the instructor to continue the course in the second semester may be given credit for the first semester at the completion of the course upon the recommendation of the instructor to the Dean. At that time, the instructor may also recommend a revision of the first semester grade; if this is not done, the grade for the first semester will remain recorded as E, but *credit* will be given for the first semester's work. A student who fails the second semester of a year course loses credit for the entire course.

COMPLETION OF WORK IN COURSE

Except for a scheduled semester examination, all the work of a course (essays, laboratory or other reports, term papers required in lieu of examination, etc.) must be completed and submitted to the instructor before 9 a.m. of the first day of the semester examination period. A student who is unable to meet this deadline may request the permission of the instructor to meet the requirement *no later than* the first day of classes of the subsequent semester and to receive an Incomplete in the course. Students placed on Strict Probation by the Student Affairs Committee will not be allowed to receive any Incompletes.

A student may receive up to two Incompletes per semester by this method. In order to receive Incompletes in more than two courses, the student must petition the Dean. Such a petition can be granted only on grounds of illness, family crisis, or other extraordinary circumstance. The Dean may, on petition, grant a student Incompletes for these reasons, whether or not the student has contracted for any Incompletes with the instructors.

Approved grades of Incomplete will be accompanied by a provisional grade which will become the final grade if the outstanding work in the course is not submitted by the first day of classes of the subsequent semester.

If a student is absent from the final examination, a grade of Absent will be assigned. Grades of Absent will be accompanied by a provisional grade which will become the final grade if the final examination is not made up by the end of the first full week of classes of the subsequent semester.

A deferred grade (X) is given whenever it is not feasible for a faculty member to evaluate the work of a student either because not enough work has been produced (1st semester of a year-long senior project) or because the quality of the work has been challenged (as in the case of a suspected Honor Code violation).

SUBMISSION OF GRADES

Members of the faculty are reminded of the importance of submitting grades in a timely manner. Each semester the Registrar will notify faculty members of the specific deadlines for submission of grades. This notification will also contain general

instructions pertaining to the submission of grades. Final grades may only be changed in the case of arithmetic error or other extraordinary circumstance.

ACADEMIC REVIEW

The University expects students to make good use of Wesleyan's educational resources. The academic records of all students are reviewed at the end of each semester by the Student Affairs Committee. Students whose academic performance is deficient will be subject to the following forms of academic discipline, according to the seriousness of the deficiencies:

(1) *Warning*: The mildest form of academic discipline, usually used for freshmen whose academic work is passing but unsatisfactory.

(2) *Probation*: The category of academic discipline used when the academic deficiency is serious, usually involving failure in one course, or passing but unsatisfactory work in two or more courses. A student on probation is required to perform at a satisfactory level in all courses. Failure to do so may result in more serious discipline.

(3) *Strict Probation*: The category of discipline used in very serious cases of academic deficiency usually involving at least one of the following conditions:

a. Failure in one course and passing but unsatisfactory work in another.
b. Passing but unsatisfactory work in three or more courses.
c. Failure to attain the academic average required for promotion.
d. Failure to earn the required number of credits for promotion.
e. Failure to earn removal from probation.

Students on *Strict Probation* are required to attend all classes and to complete all work on time. (It should be noted that the latter requirement means that students on *Strict Probation* are not permitted to receive a grade of Incomplete.) Students who fail to earn removal from *Strict Probation* in one semester may be *Required to Resign* from the University.

(4) *Required to Resign*: The notation entered upon the academic record of a student whose academic performance is so seriously deficient as to warrant the student's removal from the University. The performance of students who are *Required to Resign* will usually involve at least one of the following deficiencies:

a. Failure in two or more courses.
b. Failure in one course and passing but unsatisfactory work in two others.
c. Failure to earn removal from *Strict Probation*.
d. Failure to attain the academic average required for promotion while on *Probation* or *Strict Probation*.
e. Failure to earn the required number of credits for promotion while on *Probation* or *Strict Probation*.
f. Academic deficiencies warranting the imposition of *Strict Probation* for a second time in a student's career at Wesleyan.

Students who are *Required to Resign* may apply for readmission, normally after an absence of two semesters.

(5) *Separated*: The notation entered upon the record of a student who has been removed from the University for academic deficiencies so serious that the student is declared ineligible for readmission. *Separation* may be imposed if a student's academic performance warrants *Required Resignation* for a second time.

AUDITORS

By courtesy of the instructor, and subject to any conditions that he or she may set,

a registered Wesleyan student may be permitted to audit a course without charge and without submitting a course card. At the end of the semester the instructor may add to the Evaluation report the name of any student who has attended with sufficient regularity to have the course listed on the academic record as audited, without credit.

Such permission to audit does *not* include permission to have tests, examinations or papers read and graded.

Extension of the privilege of auditing to members of the community who are not registered students is at the discretion of the instructor.

CLASS ATTENDANCE

A student is expected to attend class meetings regularly. Since the faculty intends that class attendance shall be primarily the student's own responsibility, no precise limitation of absences per course has been prescribed for all students. It is understood, however, that absence from class is regarded as the exception, not the rule. Students placed on Strict Probation by the Student Affairs Committee must attend all classes for which they are enrolled.

Instructors are, however, entitled to prescribe definite and precise regulations governing attendance of students in classes. Any student who is repeatedly absent without excuse from a scheduled academic exercise at which attendance is required may be required to withdraw from the course without credit. Medically approved excuses are granted only by the Infirmary.

EXAMINATIONS

Scheduled Final Examinations. The schedule of final examinations will be issued in advance. The time of any examination may be changed by unanimous request of the class and with the approval of the instructor; but it *must be set within the period designated by the faculty for examinations*, and the change must be reported promptly to the Registrar. The faculty has voted to comply with the following guidelines:

(1) That so-called "hour writtens" be limited to fifty minutes of the scheduled period so that students having to leave for other classes may not be placed at a disadvantage.

(2) That final examinations be limited to three hours unless otherwise announced before the examination.

Self-Scheduled Final Examinations. For courses in which instructors have elected to offer self-scheduled exams, the following procedures apply:

a.) During the reading period, the instructor will seal each student's examination in an envelope bearing the student's name and the course number, and deposit the examination with the Registrar.

b.) Students will take their examinations in prescribed centers unless the instructor stipluates otherwise. Couriers will take the examination to these centers where they will hand them out to students.

c.) A student may arrive and take the examination at any time within the three-hour period, but is required to finish within that time period.

d.) At the end of the period, the student will return the question sheet and completed examination to a courier. Couriers will return them to the Registrar's Office, where faculty may pick them up.

Make-up Examinations for Suspended Students. A student who has been suspended from the privileges of the campus for a limited period is held responsible ultimately for all the work covered in any course of his schedule. The giving of make-up examinations to a suspended student upon the student's return is entirely at the discretion of the instructor. In grading the student the instrucor may waive any examinations

or quizzes that had been given to the class in the period of the suspension and thus base the grade upon the rest of the student's work record; or the instructor may require the student to take make-up examinations or to present special outside work in lieu of them.

Members of Standing Committees
1975–1976

Committee	Division I	Division II	Division III	Students	Ex Officio
ADVISORY	Creeger (1977) Ohmann, R. (1978) Rose (1977)	Meyer, D. (1976) Swift (1978) Sigal (1978)	Scheibe (1976) Adams (1976)		President
EDUCATIONAL POLICY	Gaudon (1976) Konstan (1978)	Olson (1976) Pomper (1978)	Comfort (1976) Upgren (1978)	Fogel, '76 Milburn, '76 Perkins, '76 Stier, '76 Graduate	
HONORS	Meyer, P. (1976) *Tololyan (1976) Hawkins (1976)	Dibble (1976) **_____ (1976) Butler (1978)	Donady (1976) ***Pringle (1976) Rollefson (1978)		Director, Honors College
LIBRARY	Friedberg (1976) Glidden (1978)	Swift (1976) Tipton (1978)	Gottschalk (1976) Steele (1978)	Undergraduate Undergraduate Undergraduate Graduate Graduate	Librarian
RIGHTS AND RESPONSIBILITIES	Frazer, S. (1976) Arnold (1978)	Gourevitch (1976) _____ (1976)	_____ (1978) _____ (1978)		
STUDENT AFFAIRS	Shapiro (1976) Szegedy Maszak (1978)	Murphy, J. (1976) Hoberman (1978)	de Boer, J. (1976) Reid (1978)	Allen, '77 Nastri, '77 Regan, '77 Strauss, '76 Tyree, '76	Dean of the College

*For Winston (1977) **For Kahn, J. (1977) ***For Pringle (1977)

Note 1. The President and Vice President for Academic Affairs are members ex officio of all Faculty Committees save the Committee on Rights and Responsibilities.

Note 2. All student members serve one-year terms...

Chairmen: 1975–1976

American Studies Program	Mr. Donald Meyer
Anthropology	Mr. Willard Walker
Art	Mr. John Frazer
Asian Languages & Literatures	Mr. Anthony H. Chambers
Astronomy	Mr. Arthur S. Upgren
Biology	Mr. Barry I. Kiefer
Center for Afro-American Studies	Mr. Jerome Long, Interim Academic Coordinator Mr. Ronald McMullen, Interim Program Coordinator
Center for the Humanities	Mr. Hayden White
Chemistry	Mr. John Sease
Classics	Mr. J. David Konstan
College of Letters	Messrs. Herbert Arnold and Paul Schwaber
College of Science in Society	Mr. Earl D. Hanson
College of Social Studies	Messrs. Jeffrey E. Butler and David Morgan
Division I	Mr. George Creeger
Division II	Mr. William A. Spurrier
Division III	Mr. Earl D. Hanson
Earth & Environmental Sciences	Mr. Gregory Horne
East Asian Studies Program	Mr. Lawrence Olson
Economics	Mr. Stanley Lebergott
Educational Studies Program	Mr. Morton W. Briggs, Director Mrs. Majorie R. Daltry, Coordinator
English	Mr. Joseph W. Reed, Jr.
Freshman Humanities Program	Mr. Duffield White
German	Mr. Peter Frenzel
Government	Mr. John Grumm
History	Mr. Nathanael Greene
Latin American Studies Program	Mr. Jose Gomez-Ibanez
Linguistics Program	Mr. Robert H. Whitman
Mathematics	Mr. Fred E.J. Linton
Music	Mr. Jon K. Barlow
Philosophy	Mr. Louis O. Mink (Fall Term) Mr. L. Kent Bendall (Spring Term)
Physical Education	Mr. Donald M. Russell
Physics	Mr. Ralph F. Baierlein
Program in Literature	Miss Priscilla Meyer

Psychology	Mr. Karl E. Scheibe
Public Affairs Program	Mr. Thomson M. Whitin
Religion	Mr. James S. Helfer
Romance Languages & Literatures	Mr. Joseph H. McMahon
Russian Language & Literature	Mr. Robert H. Whitman
Science Program	Mr. Jeffrey J.W. Baker
Sociology	Mr. Philip H. Ennis
Speech Communication	Mr. James W. Fuller, Jr.
Teacher Services	Mr. James L. Steffensen
Theater	Mr. William R. Ward (Fall Term)
	Mr. Fredrik E. deBoer (Spring Term)

Duties of Department Chairmen

I. SELECTION AND TENURE OF OFFICE OF CHAIRMAN

Election for a three-year term by majority vote of those full-time faculty who are teaching at least half-time in the department. Only tenured members, who are teaching at least half-time in the department, are eligible to serve as chairman, except that a non-tenured member is eligible to serve for a one-year term if no one else is available. After two consecutive three-year terms, a chairman must be replaced by another faculty member for at least one term unless (a) there is no one else eligible, or (b) the department unanimously re-elects the incumbent. In electing a chairman, consideration should not be given to the possibility that he may be eligible for a sabbatical or leave during his term of office. In small departments, the election procedure may be quite informal. When a vacancy impends, the election should be held before Christmas if possible, and in any case by the end of the first semester, of the preceding academic year.

A member of the Faculty may be a voting member of two departments simultaneously in the following circumstances: (1) *by right*, if he teaches half-time *in* (or for) each of the departments in question; (2) *by privilege*, if he is invited to voting membership, even though he does not teach half-time in the department extending the invitation. Half-time should be reckoned in terms of the norm formally prevailing in the department in question, with due regard to the course relief to which one is entitled, whether claimed or not, for specified kinds of non-instructional service.

The chairman may decline to serve on any major committee (e.g., Advisory, EPC) during his tenure as chairman, and can choose whether to serve as chairman, or as a member of a major committee if the option presents itself. A faculty member may be excused by the President from serving as chairman if there is a good reason.

II. FACULTY PERSONNEL

A. Departmental Table of Organization
After appropriate consultation with the department, the chairman makes departmental requests;

B. Recruiting
After appropriate consultation with the department, the chairman recruits and coordinates recruiting for the department;

C. Appointment of non-tenured faculty (including part-time and visiting faculty)
After consultation with a member of the Advisory Committee, and with the concurrence of a majority of the department, the chairman recommends to the Chancellor the appointment of non-tenured, part-time and visiting faculty;

D. Reappointment of non-tenured faculty
After consulting with the non-tenured faculty, and with the concurrence of a majority of the tenured faculty, the chairman recommends to the Chancellor the reappointment of non-tenured, part-time, and visiting faculty;

E. Promotion

(1) After appropriate consultation with the department, and with the concurrence of a majority of the tenured members of the department, the chairman recommends to the Chancellor promotion to tenure;

(2) After appropriate consultation with the department, and with the concurrence of a majority of the full professors in the department, the chairman recommends to the Chancellor promotion to the full professorship;

F. Appointment of Tenured Faculty
After appropriate consultation with the department and with the concurrence of a majority of the tenured members in the department (or of the full professors in the department, in the case of an appointment at that rank), the chairman recommends to the Chancellor appointment of tenured faculty;

G. Faculty Salaries

(1) In recruiting faculty, the chairman makes recommendations to the Chancellor;

(2) The chairman also makes recommendations to the Chancellor on salaries of non-tenured faculty, and reviews them with the Chancellor;

H. Research support, sabbaticals and leaves
The chairman consults with the Chancellor in all matters of research support affecting members of the department, including sabbaticals, leaves of absence, and use of University research funds;

I. Evaluation of teaching
The chairman assumes primary responsibility for evaluation of teaching in the department;

J. Consulting and Reporting
On reappointments, promotions, and conferrals of tenure, chairmen should consult all non-tenured members of the department except those in their first and last years at Wesleyan. The counsel of the non-tenured faculty members may be oral or written.

In making recommendations to the Chancellor, the chairman is expected to make known any minority opinions within his department. Specifically, in recruiting faculty for tenured positions, the chairman is expected to report to the Chancellor any dissenting opinion of non-tenured faculty.

III. DEPARTMENTAL PROGRAMS, COURSES, CURRICULA

After appropriate consultation with the department, the chairman is responsible for preparing the list of departmental courses, supervising existing programs, and submitting to the Faculty-Student Senate proposals for the establishment of new departmental and interdepartmental programs.

The chairman has the responsibility of reviewing offerings annually and recommending to the department the abandonment or addition of courses.

The chairman has the responsibility of recommending appropriate course loads in individual cases after consultation with staff members. He is also responsible for seeing that course loads are distributed equitably within the department.

IV. DEPARTMENTAL ORGANIZATION AND OPERATIONAL PROCEDURES

When warranted, the chairman will be responsible for the appointment of committees necessary to the implementation of departmental policies and programs. In consultation with the department, he will determine the procedures necessary to the effective and equitable functioning of the departmnt.

V. BUDGET: PERSONNEL, FACILITIES AND LIBRARY

The chairman will be responsible for the direction of non-teaching personnel and for the allocation and use of departmental facilities. In consultation with the department and a divisional representative of the Faculty Library Committee, he will determine present and future library needs of the department. In consultation with the department and the President, he will be responsible for determining and directing expenditures within the departmental budget.

Note: Where the word "Chancellor" appears, it is to be interpreted as "Chancellor or his delegate."

FACULTY BENEFITS

Social Security

Participation in social security is automatic for members of the Faculty and administrative officers employed by Wesleyan after 1951. The University pays 50% of the total amount prescribed under federal law; the remaining portion is contributed by the staff member through monthly payroll deductions.

Retirement Program

Wesleyan provides for retirement through an agreement with Teachers Insurance Annuity Association and the College Retirement Equities Fund, companion non-profit companies founded for the purpose of providing annuities to members of the academic community. All faculty members on regular appointments of half-time or more are eligible with no waiting period.

The University currently pays the full annuity contribution to TIAA/CREF, an amount that ranges from ten to fifteen percent of actual salary based on the faculty member's salary level and age. For Faculty members below age 50, the contribution rate is 10% of actual salary subject to social security taxes (the first $14,100 at present) and 12% on the balance. At age 50 and above, the contribution rate is 10% of actual salary subject to social security taxes and 15% on the balance. For Faculty members age 50 or above prior to July 1, 1974 and employed by the University prior to that date, the contribution rate is 15% of actual salary.

Membership in TIAA/CREF is optional for untenured Faculty members and administrative officers under the age of 38; individuals in this category may elect to receive additional salary compensation in lieu of participation in the plan. For Faculty members appointed prior to July 1, 1974, the additional compensation rate is seven and one-half percent of base salary; for Faculty members appointed on or after July 1, 1974, the rate is five percent.

Faculty members enrolling in the TIAA/CREF program immediately upon appointment may elect to receive a cash option in lieu of contributions to TIAA/CREF on a limited absis after reaching age 38 or receiving tenure. This option, which provides for additional salary compensation of 10% of base salary in any year exercised, may be elected for a maximum of four years, not necessarily consecutive, *less* any years in which the Faculty member elected not to participate in the TIAA/CREF retirement plan prior to age 38 or receiving tenure. This option also extends to faculty members who have elected the cash option prior to age 38 or tenure so long as the option has been exercised for less than a total of four years.

(Faculty members electing either cash option are cautioned that such elections will in most cases reduce their ultimate retirement income and therefore should be undertaken only after careful consideration of their particular circumstances.)

In the case of visiting Faculty members of three-quarters time or more, the University will assume payment of the annuity premiums proper to their home institutions if these are not otherwise provided.

For faculty members who may wish to consider a reduced pace of teaching as they approach retirement or for those who may wish for personal reasons to retire prior to age 68, the University now provides an early retirement program which permits partial early retirement from age 60 onward and full early retirement fom age 62 onward.

For complete details about the current retirement program, including early retirement, please contact the Office of the Vice President for Academic Affairs.

Comprehensive Insurance Program

Wesleyan offers a comprehensive group life and health insurance program to its faculty, administrative officers, and their dependents. This program includes life, accidental death and dismemberment, hospitalization, surgical expense, major medical and long-term disability insurance. Approximately two thirds of the premium for this insurance program is contributed by the University and the remaining portion is paid by the insured through monthly payroll deductions. *This coverage applies to regular appointees on half-time status or more.*

In the case of visiting Faculty members of three-quarters time or more, the University will assume payment of the insurance premiums proper to their home institutions, if these are not otherwise provided.

For complete details and the schedule of benefits, please consult the Personnel Office.

Sabbaticals and Leaves

The following policy governing Sabbaticals and Leaves for members of the Faculty was approved by the Board of Trustees and became effective with the beginning of the academic year 1959-60:

1. Definition of Sabbaticals and Leaves:

   (a) A *Sabbatical* is a leave of absence for a semester or an academic year with salary and other benefits which the recipient would have were he on present duty.

   (b) A *Leave* is a leave of absence for a semester or an academic year without salary from the University but with the other benefits which the recipient would have were he on present duty, except that the University will not pay TIAA and CREF, or insurance premiums to the extent that these can be and are made available by the institutions with which the recipient may be under contract during his Leave, or by the foundations supporting him.

2. All requests for Sabbaticals and Leaves should be made through the departmental chairman to the Provost. These requests should be in writing and should include a statement of the purpose for which the Sabbatical or Leave is requested. Cases where the decision is in doubt will be referred for recommendation to the Advisory Committee by the Office of the Provost.

3. In making recommendations for Sabbaticals and Leaves the Provost will take into consideration the purpose of the Sabbatical or Leave and the eligibility of the applicant. The following principles in regard to eligibility are intended to serve as norms in practice with the understanding that exceptions may be made as the circumstances require.

   (a) The purpose of the *Sabbatical* is for research, study, writing, or other creative work contributing to the professional refreshment and effectiveness of the recipient as a scholar and teacher. It should not be granted primarily for purposes of health or rest, nor for general travel except as this may serve the main purpose. The Sabbatical may not be used for purposes of salaried services elsewhere except with Fulbright appointments or other similar assignments where Sabbatical salary or a part of it is necessary for fulfillment of Sabbatical purposes, the amount of such Sabbatical salary needed for such purposes to be determined by the Board of Trustees on recommendation of the President after consultation with the Faculty member involved.

   (b) The purpose of the *Leave* is to allow the recipient to benefit from outside

grants for scholarly or teaching purposes, to render professional service to public or private studies or programs, to gain experience in other groups or universities, or to accept other unusual opportunities for personal or professional gowth. Other Leaves for the sake of health or strictly personal reasons are matters of special arrangements with the President. In general, such special Leaves, unless excessive, should not be at the expense of normal Sabbatical opportunities but may be at the expense of regular Leaves as defined above.

(c) (1) A Faculty member is eligible for a semester's Sabbatical after every three years of full-time service on the Wesleyan Faculty or for a year's Sabbatical after every six years of such service and in addition is eligible for a semester's or a year's Leave after every three years of such service, but not in the last three years before retirement; except that normally a junior member of the Faculty becomes eligible after *four* years of fulltime service on the Wesleyan Faculty for an *initial* semester's Sabbatical in the fifth or sixth year of his Wesleyan service, the year of his Sabbatical absence to be determined by consideration of the circumstances in his department.

(2) An appointee to the junior ranks of the Faculty who has had two or three years of previous full-time service as a member of a college or university faculty is eligible to apply in the second or third year of his Wesleyan service for a semester's Sabbatical (for his third or fourth year), the year of his Sabbatical absence to be determined by due consideration of the circumstances in his department.

(d) The total of Sabbaticals and Leaves should not be more than one year in every four. In general, a schedule should be observed which will separate all full years of absence of an individual (whether on Sabbatical or Leave or a combination of both) by three consecutive years of teaching.

(e) There shall be no accumulation of credit toward longer Sabbaticals or Leaves or combinations of the two (for example, two consecutive years of absence after six years of teaching service, or three consecutive years of absence after nine years of teaching service, etc.).

(f) In exceptional circumstances, absences of up to two contiguous years may be recommended by the Department and approved by the President, with the understanding that the absentee will indicate not later than December 31 of the second year whether or not he or she will return the year following. Failing a positive indication at that time the absentee's appointment will be deemed to lapse as of the ensuing June 30.

(g) A non-tenure Faculty member is not eligible for a Sabbatical in the last two years of a terminal appointment.

(h) A faculty member whose last Sabbatical falls in the seventh year before retirement will be eligible for three-quarters of a semester's Sabbatical (in the form of course relief or payment of three-quarters of a semester's salary) in his third year from retirement. A Faculty member whose last regular Sabbatical falls in his sixth year before retirement will be eligible for a half semester's Sabbatical in his second year before retirement. A Faculty member whose last regular Sabbatical falls in his fifth year before retirement will be eligible for a quarter of a semester's Sabbatical in his last year.

4. Following a Leave or Sabbatical the recipient should write a letter to the President indicating the benefits realized.

5. The extent to which this Sabbatical and Leave policy can actually be supported will depend necessarily on budget considerations. In recognition of this the fol-

lowing practices are recommended as ways by which the cost of the program may be minimized:

(a) Faculty members are requested to secure research grants or funds from outside sources, when feasible, in lieu of Sabbatical stipened.

(b) Departments should plan their offerings in such a way that Sabbaticals can be taken without the provision of replacements.

Grants in Support of Scholarship

I. ELIGIBILITY AND AMOUNTS

a. Slightly more than one-half of Wesleyan's academic departments and programs have opted for "home rule:" Anthropology, Astronomy, Center for Afro-American Studies, Classics, College of Letters, Earth and Environmental Sciences, Economics, Educational Studies Program, English, Government, History, Philosophy, Religion, Russian, and Theater.

These departments will receive allocations pro-rated according to the number of their non-visiting Faculty members on the instructional payroll. The amounts of these allocations will be determined by *June 1* and the monies made available on *July 1*. They will be administered by the several departments according to timetables and criteria of their own setting, subject to review by the Provost's office and that of the Treasurer.

b. *Non-visiting members of the Faculty of all other departments* should observe the following stipulations:

(1) Those fully on the instructional payroll will receive *automatic grants* of $400. Those fractionally on the instructional payroll will receive automatically the corresponding fractions of $400. These automatic grants may be drawn on starting July 1.

(2) Those fully on the instructional payroll may apply for *supplemental grants* of up to $450. Those fractionally on the instructional payroll may apply for supplemental grants up to the corresponding fractions of $450. Such applications, fortified by budgets and subscribed by department chairmen, should be submitted to the Office of the Provost not later than *June 15, 1975*. Awards will be announced not later than *July 1, 1975*. Monies awarded may be drawn on starting July 1, 1975.

c. *Emeriti, visiting members of the Faculty, members of the Faculty on the administrative payroll, Artists in Residence, Visiting Artists, and Teaching Associates (including those ascribed to departments exercising "home rule")* may apply for grants up to $450 (or that fraction of $450 corresponding with their fraction of full-time service). Such applications, with budgets and department chairmen's signatures, should be submitted to the Office of the Provost not later than *June 15, 1975*. Awards will be announced not later than *July 1, 1975*, with monies drawable starting that day.

2. USES AND CONDITIONS

Expenditures should be limited to scholarly and professional purposes, subject to review by the department chairman. To forward this review, all requests for advances or reimbursements should be submitted by the grantee to his department chairman for his approval before being submitted to the Office of the Comptroller.

Non-expendable equipment purchased under these grants becomes the property of Wesleyan University.

3. PAYMENTS

a. In the case of fees, materials, and personal services, itemized bills, made out to Wesleyan University wherever possible, should be submitted by the grantee to the Comptroller's Office for payment.

b. In the case of travel and lodging, ticket stubs and hotel bills should be appended to requests for reimbursement on forms obtainable at the offices of department secretaries, and submitted by the grantee to the Comptroller's Office for payment. (The same forms may be used to request cash advances in the amount of the allowable expenditures.)

4. QUESTIONS

Questions about the propriety of expenditures contemplated under these grants should be addressed to the Office of The President, questions about the procedures for reimbursement should be addressed to the Comptroller's Office.

Student Privileges

Faculty members, editors, professional librarians, and administrative officers, serving one-half time or more, and their spouses, shall be permitted to register as *special students* for one or two courses per semester during the academic year with the approval of the instructors concerned, either for credit or without credit, without payment of tuition.

Any one of the above who wishes to be accepted as a degree candidate must go through the regular admissions office. When appropriate, allowances will be made for the late submission of an application by an individual new to the University. If admitted to degree candidacy, he or she will pay an administrative fee of $250.00 per semester for each semester of full-time enrollment (three, four, or five courses).

While for understandable reasons, any one of the above may not be able to complete the degree requirements in four years, an effort should be made to be enrolled as a fulltime student during the last two years of matriculation. Financial adjustment will be made when less than a full-time program is required. Any one of the above will not be permitted to change back and forth from special student to matriculated status in order to avoid paying the administrative fee.

Faculty members, editors, professional librarians, and administrative officers, serving one-half time or more, and their spouses, may take one course in a Summer School session as special students without payment of tuition. Any one of the above taking two courses (a full-time load) will be charged an administrative fee of $125.00.

Undergraduate Tuition Scholarships for Children

The Board of Trustees has made provision for the grant of undergraduate tuition scholarships to the dependent children of regular members of the faculty, serving half-time or more, and dependent children of the administrative and professional librarian staffs, serving three-quarters time or more, for use at Wesleyan or other undergraduate colleges and universities approved by state commissions of higher education.

1. Applications for undergraduate tuition scholarships for Faculty and staff children, received from eligible employees of the University, will be submitted to the Board of Trustees for consideration as a part of the regular, annual operating

budget of the University. Applications should be made not later than December first for scholarships for the succeeding year (beginning July 1).

2. Applications will be considered on a year-to-year basis. No commitment will be made or implied beyond the year for which the scholarship is granted. In no case will scholarships be granted for more than the equivalent of four full-time years of undergraduate education.

3. The applicant must be in the employ of the University both at the time application is made and at the beginning of each academic quarter or semester for which scholarship aid, if any, is granted.

4. It is understood that in the event of the death or retirement of an eligible employee, the University may at its discretion consider applications covering the children of said former employees.

5. The amount of the scholarship granted, if any, will be determined by the Board of Trustees each year. For 1974–75, the maximum amount of such aid has been set at $1,750 per eligible child of full-time employees as described above. The maximum amount available to the children of eligible employees who serve less than full time will be prorated accordingly.

6. The Board of Trustees reserves the right to modify and revoke the plan or any part thereof in respect to eligibility or amount or in any other respect.

University Housing Program

I PURPOSE

To enhance the attractiveness of Wesleyan University to prospective and existing faculty and administrative personnel by:

A. Providing so far as possible University-owned housing for personnel seeking rentals in a tight rental community.

B. Offering rental rates that are reasonable for the facility provided and consistent with rates charged for similar University-owned facilities.

C. Operating the program on a break-even basis with rental income off-setting costs, including amortization of capital expenditures and a fair share of administrative overhead, which should result in rental rates below those for comparable properties in the community.

D. Facilitating the on-campus work of faculty and key administrative personnel by proximity of housing to campus.

E. Providing maintenance on a basis generally comparable to that applied normally in private rental housing.

F. Encouraging home ownership within reasonable commuting distance of Wesleyan through availability of mortgage assistance at rates below the market level.

II POLICIES

A. Scope of Program

The University will operate a rental housing program and a mortgage assistance program in such a way as to provide generally equivalent financial benefits to faculty and key administrative personnel.

B. Rental Housing

1. The primary purpose of rental housing is to provide housing for new Faculty members and those who have not yet received or have only recently received tenure status.

2. Junior Faculty members receiving tenure status will be expected to obtain non-University housing within *three* years following receipt of tenure.

3. Assignment of personnel to available rental housing will be made by the Provost, Vice President for Business Affairs, and Housing Agent, acting jointly.

4. Rental fees will be consistently developed to include amortization of the full (purchase, renovation, and alteration) capital costs of the facility, all current operating expenses, a reserve for decorating purposes, and a fair share of administrative overhead. For this purpose, purchase costs and initial renovations will be amortized over 50 years and alterations over 20 years.

5. Reassignment of an individual or a family to other rental housing at the request of the University will be made, in all possible cases, after 3 months notice, and will be cause for payment of moving expense by the University. For the first year following reassignment the tenant will pay no more than the rental fee established for his previous property; thereafter, the rental fee will be subject to adjustment over a two year period until the rent set for the current property is reached.

6. Lease periods will be open-ended, subject to lease modifications as required by reassignment, significant alterations, general rental increases, or relinquishing of the property. Due notice will be given before any lease is modified. Lease rentals will be payable monthly, in advance, by payroll deduction.

7. Assistance in subletting of University rental housing units under lease provisions, as well as privately owned homes of University personnel, will be provided by the rental agent at no charge to the tenant.

8. Tenants and prospective tenants will be provided decorating guidelines, maintenance standards and a clear statement of responsibilities of the University and those of the tenant.

C. Mortgage Assistance

Mortgage assistance on favorable terms will be available to all faculty and administrative personnel on a uniform basis, subject to reasonable inquiry concerning the potential borrower's reliability. This policy does not apply to construction financing or to substitution for existing mortgages with private lenders. The substantive elements of the mortgage assistance policy are subject to change from time to time. Statements of current policy are available at the office of the Vice President for Business Affairs.

Outside Work

Before a Faculty member undertakes substantial commitments in addition to his Wesleyan responsibilities during the academic year, *he should consult with the* Vice President for Academic Affairs. The circumstances of appointments are sufficiently favorable that the University feels justified in emphasizing that off-campus activities should not make major inroads on time and energy.

Benefits of Other Academic Appointees

Artists-in-Residence, Research Fellows, Teaching Interns, Teaching Associates and Visiting Artists are eligible for the following benefits:

Social Security (*if employed three-quarters time or more*)
Comprehensive Insurance Program (*if employed three-quarters time or more*)
Grants in Support of Scholarship (*as described in Section 1*)
Student Privileges (*if employed half-time or more*)
Rental Housing